PHONOGRAPHIC PHRASE-BOOK

MUNSON.

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MUNSON'S SYSTEM OF PHONOGRAPHY.

THE

PHRASE-BOOK

OF

PRACTICAL PHONOGRAPHY,

CONTAINING A LIST OF USEFUL PHRASES, PRINTED IN PHONOGRAPHIC OUTLINES; A COMPLETE AND THOROUGH TREATISE ON THE ART OF PHRASEOGRAPHY; A TABLE OF THE ABBREVIATIONS OF "PRACTICAL PHONOGRAPHY" IN OUTLINES; EXERCISES FOR PRACTICE ON THE PHRASES, ETC., ETC., ETC.

BY

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PREFACE.

THIS text-book is the first and only one of its kind that has ever been given to the public in connection with any system of Phonography.

Other phrase-books, or lists of phonographic phrases, it is true, have been published, but they have invariably been made up, in whole or in great part, of phrases that the authors have concocted in their own minds, the selection oftentimes being controlled more by the symmetrical appearance that the signs have on the printed page than by practical considerations; and the number that have originated in the notes of actual shorthand reporting has been exceedingly small.

In this first and very important respect, the List given in this book differs radically from all others. These phrases have been selected with great care from the phonographic notes taken by the author, while pursuing his profession of *verbatim* reporting, and covering a period of about twelve years. To these have been added a goodly number of valuable contributions by other practitioners of the system.

Had the entire collection of phrases thus obtained been printed, it would have swelled this book to more

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than double its present size. But by a critical and painstaking process of elimination, omitting the less valuable phrases, and retaining only those of known practical usefulness, the number has been reduced to its present limits.

To the casual reader, this List of phrases may *look* like every other; but to the student, who takes it up for the purpose of making it his own, it will not be long in disclosing its marked superiority.

And yet, notwithstanding the comparative excellence of the List, the most valuable feature of the book will, no doubt, be found in the chapter entitled "Phraseography." It is sometimes remarked, and in a general sense it is the fact, that every phonographer may do his own phrasing. Still, when the principles of Phraseography are applied indiscriminately in the writing of unvocalized phonography, ambiguities, or collisions in the meaning of signs, will now and then occur, and no one can be an invariably correct stenographer who does not know where these points of danger lie, and by what expedients they may be avoided. But, unfortunately, they are seldom detected except through the reporter's experience; and they are by no means identical in character, or to be found in the same place, in any two systems of shorthand. In this book, however, the learner or writer of Practical Phonography will find clear and explicit rules and directions on all these points, which, if properly observed and followed, will obviate the necessity of learning in that severe school where all have heretofore been compelled to acquire their knowledge of the stenographer's art. In other words, the many things that the author has learned only by long experience and through many years of

practice, are represented, explained and illustrated in these pages, for the benefit of others.

It must not be supposed that the phrases of the List are of arbitrary construction, and that their acquisition will call for a severe taxing of the memory, for such, as any phonographer knows, is not the case. They are the natural fruits of the system as properly and intelligently developed, and are simply choice illustrations of the best way of applying those principles with which every writer of the system is already familiar.

As has just been stated, this is the only work of its kind in existence. The reason why this is so is twofold. In the first place, no one of the authors of other systems of phonography has had the necessary experience in practical reporting to qualify him to teach the shorthand writer in the more advanced and difficult department of his studies. And, secondly, with the old systems—containing as they do so many exceptions to general rules, and employing for several of the most frequent words of the language abbreviations consisting of tick or vowel signs, that will not admit of being extensively used in phrase-writing, instead of simple consonant-stems, to which all of the various means of phrasing may be freely applied—even under the most favorable circumstances, such a work as this could only be partially realized. Indeed, the extraordinary capacity of the author's system of Practical Phonography for almost unlimited natural phrase-making, is to be found in no other mode of shorthand.

Although this book, as regards the number of pages it contains, is not a large one, yet it represents a vast amount of work. For many years past, both at the time of taking notes, and while afterward transcribing

them, or comparing the transcripts with them, the author has constantly had his attention directed to the subject of practical phrase-writing; and during the last two years, the brief signs for *w*, *y* and *h*, and the best way of using them, have received special consideration.

The fact, too, that there was to be had no work similar in kind to this, from which a hint, to assist in the selection of matter or in its mode of treatment, could be obtained, has added greatly to the labor and difficulty of its preparation.

In conclusion, it may be added that Practical Phonography is now the only system of shorthand that can justly lay claim to having a series of text-books that teach the entire art of verbatim reporting, accurately and fully at every step, from the very beginning; through all the elementary principles, and up to and including the application of those principles to every phase of the most rapid and difficult shorthand work.

DIRECTIONS TO THE LEARNER.

THERE are several ways in which Phraseography, as presented in this book, may be studied by the learner, each of which, in its turn, should receive his careful attention.

I. A knowledge of the Principles can best be acquired by studying the Rules (pages 117 to 157), in connection with the accompanying illustrative Examples and their phonographic outlines shown in the List.

II. The actual phonographic Forms of phrases may be most expeditiously fixed in the memory—

1. By constantly recurring to them in the List and carefully making their outlines, either actually by writing them with pen or pencil, or mentally while tracing them with the finger on the knee, table or whatever is most convenient.

2. By thoroughly learning the One Hundred Exercises on the Phrases (pages 111 to 115), and practicing them from Dictation, by means of the Key (pages 163 to 168) and an oral reader, until each and every one of them may be written with accuracy, precision and speed.

III. Especial attention and study should be directed to all words and phrases, in the writing of which there is anything exceptional or peculiar.

Therefore, the outlines of Words Written out of Position (page 111) and of Phrases Distinguished (page 158) should be effectually memorized and put to use.

IV. When the writer has, in this manner, mastered all of the Principles, as well as the Exceptions, so that he has no hesitancy in applying them properly at all times and under all circumstances, then, and only then, will he be fully qualified to "make his own phrases."

But having reached that point of proficiency, he has a right to consider that he has succeeded in making the Art of Phonography completely his own, and that he may begin to put in practice, on his own account and in his own way, all its principles of abbreviation, Phrase-writing included, fearlessly and with no uncertainty as to the results being entirely satisfactory.

THE PHRASE BOOK

OF

PRACTICAL PHONOGRAPHY.

A

A good

a good deal

a good deal of

a good deal of a

a good deal of the

a good deal of their

a good **many**

a good share

a great

a great deal

a great deal of

a great deal of a

a great deal of the

a great deal of their

a great **many**

a great share

a **little**

a man

a most

a short

a short period

a short time ago

able to

able to do

able to make

able to realize

able to think

about a

about **as**

about **how**

about it

about **such**

about that

about that date

about that day

about that matter

about that time

about the

about them

about **this** (*or* those)

about when

about whether
about which
about which a
about which an
about **which it**
about which the
about which there
about which there is
about you-r
above a
above his
above the
above their
absolutely necessary
abuse a
according to
according to a
according to agreement
according to my
according to that
according to the
account book
account current
account sales
act of Congress
act of Parliament
acts of Congress
acts of Parliament
ad valorem

advantage of
advertising a
advertising the
after a (*or* an)
after all
after business
after business hours
after he
after he called
after he came
after he came there
after he had
after he has (*or* is)
after he left
after he received
after **he was**
after him
after his
after his death
after I
after I saw him
after I saw him there
after looking
after me or
after she
after **such**
after that
after that date
after that day

after that time
after the
after the other
after them
after they
after they had or
after they have
after **this**
after we
after which
after which it
after which it **may**
after which it **must**
after you-r or
after you become
after you were
after your own
again a
again and again
against the
against us
all are
all are aware
all are ready
all classes
all directions
all have
all have been
all have been there

all its
all of
all of her
all of it
all of mine
all of my
all of our
all of that
all of the
all of the other
all of their
all of them
all our
all our own
all persons
all right
all **such**
all that
all that a
all that **has**
all that **I**
all that **is**
all that **may**
all that she
all that **they**
all that we
all that you
all that you can
all that you have

all that you may

all that your

all the

all the other

all the others

all their

all their own

all this

all this business

all this time

all those

all will

all you-r

all you have

all your own

all yours

Almighty Father

Almighty God

almost always

along a

along **about**

along about that time

along **after**

along the

along their

along their path

along there

alongside of

alongside of a

alongside of the

alongside of their

although a

although it

although it has

although it has not

although it has not been

although it is

although it is not

although the

although thr

although there is

although there is not

although there is nothing

although this

although this case

always be

always ready

always there

always was

always were

am a

am I not

am not

among a

among all

among all his

among all their

among all their own

among an

among as

among his

among its

among other

among other things

among our

among our own

among the

among the best

among their

among their own

among us or

among you-r

among your own

and a-n

and h-as

and h-as a

and h-as it

and as it has (*or* is)

and as it has (*or* is) not

and h-as the

and h-as thr

and as there has (*or* is)

and as there has (*or* is) nothing

and as to

and as to a

and as to the

and has not

and I or

and I may

and I think

and is

and is a-n

and is it

and is it as

and is not

and is the

and is thr

and so forth

and that

and that has (*or* is)

and that has been

and that has (*or* is) not

and that has not been

and that has (*or* is) nothing

and that has (*or* is) the

and that that

and that the

and that thr

and that there has (*or* is)

and the

and the other

and then

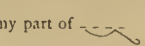
and this

and this has (*or* is)

and this is the

and yet

another affair
another day
another instance
another point
another thing
any better
any better than
any body
any body else
any body else there
any business
any business there
any interest
any more
any more than
any of
any one
any one else
any one else there
any one of the
any one there
any other
any other party
any other payment
any other person
any other subject
any other thing
any other time
any part

any part of 
any part of it (*or* the)
any part of their
any party
any person
any special
any statement
any subject
any worse
anything **about**
anything beside
anything else
anything further
anything less
anything **like**
anything more
anything more than
anything more than that
anything more than the
anything more than thr
anything **said**
anywhere else
are a
are about
are all
are as
are not
are of
are our

are the
are thr
are there many
are they
are those
are we
are we **able to**
are we about
are we becoming
are we certain **about**
are we deceiving
are we decided
are we deciding
are we doing
are we having
are we not
are we positive
are we postponing
are we prepared
are we pretending
are we sure
are we to have
are we willing
are you
are you **able to**
are you accustomed
are you acquainted
are you aware
are you certain
are you certain **about**
are you clear
are you in the habit
are you just as
are you positive
are you positive about that
are you prepared
are you quite clear
are you quite sure
are you sure
are you sure about it
are you sure about that
are you sure of it (*or* the)
are you sure of that
as a matter of course
as a matter of fact
as a rule
as are
as did
as do
as early as
as early as it is
as early as possible
as ever
as far as
as far as **can**
as far as has (*or* is)
as far as **may**
as far as might

as far as our

as far as possible

as far as the

as far as thr

as far as there is

as far as they

as far as was

as far as will

as far as you-r

as far as you can

as far as your own

as fast as

as for

as for that

as good as

as good as any other

as good as ever

as good as possible

as great

as great as

as has

as has been

as he

as his

as **I**

as I am

as I think

as if

as is

as is usual

as it

as it is

as it were

as large as

as lately as

as little as

as long

as long ago

as long as

as long as it

as long as it is

as long as possible

as long as that

as long as thr

as long as there is

as long as they

as long as they have

as long as this

as long as you-r

as long as you have

as **many**

as many as

as many as possible

as matters

as my

as **much**

as near as

as near as you can fix

as now

as our

as part

as possible

as shall

as soon

as soon as

as soon as thr

as soon as they

as soon as **you-r**

as soon as **your** own

as **such**

as that

as that a

as that an

as that the

as that thr

as the

as the best

as they

as **though**

as to

as to a

as to another

as to the

as to **whether**

as usual

as was

as we

as we have

as we were

as well

as well as

as well as can be

as well as possible

as well as the

as well as their

as would

as yet

as you

as you have

as you have been

as you have said

as **your**

as yours

ask him

ask me or

ask them

ask you-r

astonishing a

astonishing the

at a

at all

at all events

at all hazards

at all the

at all their

at all their own

at all times

at an

at another

at another time

at any rate

at first

at his

at his own

at home

at last

at least

at length

at most

at my

at my father's

at my house

at my mother's

at my residence

at once

at one

at one time

at or

at or about

at or about that time

at or near

at our house

at owner's risk

at present

at sender's risk

at sight

at some

at some previous time

at some time

at such

at such a

at such an

at that

at that date

at that interview

at that place

at that time

at the

at the last

at the last day

at the last session

at the moment

at the next session

at the present

at the present day

at the present time

at the same

at the same moment

at the same place

at the same time

at their

at their own

at them

at this

at this period

at this time

at which

at work

at your

at your house

at your own

at your place

at your place of business

at yourself

at yourselves

attain a

Attorney General

B

Baggage master

bank account

bank note

Baptist Church

be a

be **able to**

be an

be certain

be consistent

be done

be glad

be good enough

be it

be it resolved

be kind enough

be likely

be made

be manifest

be meant

be met

be not

be ready

be received

be regarded

be regretted

be requested

be said

be seen

be seen that

be seen there

be **such**

be sure

be sustained

be that

be the

be the fact

be thr

be they

be this

be thought

be thought that

be told that

bear in mind

bearing date

bearing in mind

bearing interest

became acquainted

because a (*or* I)

because I was

because it is

because it is not

because it **may**

because the

because thr

because there is

because **they**

because this

because you

because your

become acquainted

become of

become of the

become of their

becoming a

becoming the

been a

been the

been thr

before a-n

before and after

before and behind

before another

before any other

before I

before I do (*or* had)

before it

before no other

before or after

before or since

before the

before the country

before the nation

before thr

before you-r

before you can

before you shall

begin again

beginning a

beginning the

being thr

believe a

believe that

believe the (*or* it)

believe thr

believing a

believing the

best impression

best of my belief

best of my knowledge

best of my memory

best of my recollection

best recollection

better off
better than
between that
between the
between thr
between them
between themselves
between those
between you-r
between you and
between yourself
beyond all
beyond the
beyond thr
bill book
bill of exchange
bill of particulars
bill of sale
bills payable
bills receivable
bona fide
book account
book debt
book entries
branch of
British America
burden of proof
business there
but a

but an
but another
but as
but as the
but I am
but I am not
but I am not positive
but it
but it has (*or* is)
but it has (*or* is) not
but it has (*or* is) nothing
but lately *or*
but little
but not
but one
but such as
but such as are
but such as were
but that
but that has (*or* is)
but that has (*or* is) not
but the
but their own
but themselves
but there
but there are
but there is
but they have not
but we

but we believe
but we must
but we think or
but you-r
but you have
but you may
but you were
by a
by all
by all thr
by an
by and by
by another
by every
by him
by his
by his own
by it
by its
by its own
by little
by **many**
by me (*or* my)
by mine
by my own
by our
by reason
by **some**
by **such**

by that
by that time
by the
by the by
by the fact
by the way
by thr
by their own
by them
by themselves
by this (*or* those)
by this time
by this account
by those accounts
by virtue of
by way of
by which
by which means
by **which you**
by you-r

C

call for
call forth
call me or
call them
call thr
call upon
call you-r
call your own

called for
called for the defence
called for the plaintiff
called upon
calling thr
came there
can all
can all their
can be said that
can be seen
can do
can ever
can have
can have the
can have their
can it
can it be
can its
can never
can not
can our
can the
can the other
can thr
can there be
can they
can we
can we be
can you-r

can you fix
can you mention
can you name
can you not
can you speak
can you state
can you tell
can you tell how much
can you tell me how much
can you think
can you think of anything
can you think of anything else
cannot be
cannot be made
cannot be received
cannot be said
cannot be sure
cannot go
cannot say
cannot see
cannot understand
cannot you
care of
care of the
care of their
carry away
carry on
carrying away
carte blanche

cash price

casus belli

Catholic Bishop

Catholic Church

Catholic priest

cause a

cause of action

caveat emptor

certain **about**

certain extent

cestuy que trust

cestuy que use

cestuy que vie

change a

change of

change of the

change of their

changing a

changing the

charge a

Chargé d'Affairs

charge of

charge of a

charge of anything

charge of the

charge of their

charge of their own

charging a

charging the

charitable uses

charter party

chef d'œuvre

chief clerk

Chief Justice

child of God

children of God

children of Israel

children of men

Christian brethren

Christian brother

Christian character

Christian Church

Christian religion

Christian society

Christian system

Church and State

Church of Christ

Church of England

Church of God

Church of Rome

Circuit Court

Circuit Court of the U. S.

circumstances of the case

circumstantial evidence

citizens of the U. S.

City of Boston

City of New York

Civil Law

civil list

civil power

civil service reform

civil suit

civilized world

clerical error

close by

collateral facts

collateral warranty

collecting a

collecting the

colored race

comes down

commanding officer

commissioner of patents

common carrier

Common Council

common law

Common Pleas

common scold

common sense

compound interest

condition precedent

Confederate States

confidential communication

Constitution of the U. S.

constitutional amendment

contested election

contrary to

contrary to that

contrary to the

contrary to their

corpus delicti

correcting a

correcting the

costing a

costing the

could all

could all their

could ever

could have

could it

could never

could not

could not **be**

could not say

could not see

could not understand

could not undertake

could our

could that

could the

could the other

could thr

could their own

could there be

could they

could this (*or* those)

could we
could we ever
could we have
could we not
could you
could you ever
could you have
could you name
could you not
could you state
could you tell
counter affidavit
counter claim
county court
course of business
court martial
Court of Appeals
Court of Bankruptcy
Court of Chancery
Court of Claims
Court of Common Pleas
Court of Equity
Court of General Sessions
court of justice
court of record
Court of Sessions
Court of Special Sessions
court record
courts of justice

criminal jurisprudence
cross action
cross bill
cross examination
current money
Custom House

D

Danger of
danger of a
danger of the
danger of thr
dangerous weapon
dare not
dare not say
dare say
day after day
day after to-morrow
day of
day of the
day of the date
day of the week
day of their
day or two
day time
days after
days afterward
days intervened
dear friend
dear madam

dear sir

defendant's counsel

delivering a

delivering the

depend upon

depend upon it (*or* the)

depend upon thr

deputy marshal

deputy sheriff

derive a

derive the

derive their

did a

did he

did he ever

did he have

did he make

did he say

did he tell

did he tell you

did it

did not

did not do

did not have

did not **know**

did not say

did not see

did not think

did not understand

did not undertake

did not you

did that

did the

did they

did we

did we believe

did we call

did we claim

did we do

did we ever

did we get

did we go

did we have

did we make

did you

did you ask

did you become

did you believe

did you belong

did you calculate

did you **call**

did you claim

did you deliver

did you do

did you ever

did you ever claim

did you examine

did you furnish

did you get
did you give
did you go
did you go down stairs
did you go there
did you have
did you have any
did you have any business
did you have any interest
did you have any interview
did you have any other
did you have any other interv'w
did you have anything
did you have anything else
did you have anything to do
did you have anything to say
did you investigate
did you keep
did you **know**
did you look
did you look **after**
did you make
did you **mean**
did you mention
did you notice
did you observe
did you occupy
did you pay
did you proceed

did you purchase
did you read
did you receive
did you recognize
did you refer
did you regard
did you remain thr
did you remember
did you render
did you request
did you say
did you say, sir
did you see
did you see him
did you see him there
did you sign
did you sign your
did you sign your name
did you sign your own
did you sign your own name
did you suppose
did you suppose the
did you suppose there
did you **tell**
did you understand
did you use
direct evidence
direct examination
disbursing agent

disbursing clerk

disbursing officer

District Attorney

District of Columbia

Divine Being

do all

do another

do as

do **believe**

do have

do not (*or* don't)

do not **know**

do not they

do not **think**

do not understand

do not undertake

do not you

do the

do their

do their own

do themselves

do these

do they

do this

do we

do we **believe**

do we call

do we claim

do we do

do we ever

do we get

do we go

do we have

do we make

do you

do you **believe**

do you belong

do you call

do you claim

do you do

do you go

do you go there

do you have

do you have anything to do

do you have to go

do you imagine

do you know

do you know of

do you know **whether**

do you make

do you mean

do you **mean to**

do you recollect

do you remember

do you remember **whether**

do you say

do you say, sir

do you see

do you **tell**
do you think
do you understand
do you undertake
does a
does he
does he have
does he not
does he not have
does his
does not
does not say
does that
does the
does thr
does your
does your Honor
doff their
doing there
don their
done a
done there
don't do
doubting a
doubting the
down a
down the
down thr
duces tecum

during how much of
during my
during that
during that time
during the
during the latter part of the
during the month
during the time
during this
during your

E

Each a
each are
each moment
each occasion
each of
each of the
each of their
each of these
each of these occasions
each of those
each of those occasions
each of which
each one
each other
each thing
each will
earlier than
early part

early **part of**

earn a

easier than

East Indies

Eastern States

effecting a

effecting the

eight or nine

eight or ten

end the

Engineer's Department

enter a

enter into

enter into the

enter the

Episcopal Church

et cetera

eternal life

even a

even the

ever a

ever as

ever had

ever has been

ever I

ever is

ever more

ever since

ever since that time

ever since then

ever there

ever we (*or* would)

ever you-r

everlasting God

everlasting life

every little while

every one

every time

everything else

everywhere else

evidence in chief

ex contractu

ex necessitate

ex officio

ex parte

ex rel

express purpose

extra session

eye witness

F

Face a

faster than

fear of God

feasting a

feasting the

federal constitution

federal government

federal officer

fee simple

fellow citizens

fellow creatures

felo de se

few circumstances

first place

first rate

first time

five or seven

five or six

five or six years

for a

for a little while

for a moment

for all

for an

for another

for another purpose

for certain

for collection

for ever and ever

for future

for he

for he is

for **he was**

for his

for his account

for his interest

for his own

for his own account

for his own interest

for his own part

for his own sake

for his own use

for how many

for how much

for instance

for its

for less than

for many

for many years

for many years after

for many years past

for my own part

for my own sake

for my part

for my sake

for no other purpose

for not

for several

for several years

for some little

for some reason

for some time

for something

for such

for such a

for such an

for such is not

for that

for the

for the benefit

for the first time

for the last time

for the most part

for the other

for the purpose

for the purpose of

for the purpose of the

for the purpose of their

for the purpose of their own

for the purposes

for the sake of

for the sake of the

for the sake of their

for the second time

for the support

for their

for their own

for their own sake

for their sake

for them

for themselves

for there has been

for there has never

for there has not been

for there is nothing

for this

for this purpose

for this reason

for what

for which

for which their (*or* they are)

for which there is

for you-r

for your own

for your own benefit

for your own sake

for your sake

foreign bills

forever and ever

form a

form the

forming a

forming the

four or five

Friday afternoon

from a

from all

from all other

from all you-r

from all you have

from another

from day to day

from generation to generation

from hour to hour

from house to house

from it

from other sources

from our

from place to place

from that

from that day

from that place

from that time

from the

from the time

from their

from this place

from this time

from time to time

from town to town

from week to week

from year to year

from you-r

from your own

from your own knowledge

further cross

further direct

further notice

further say

further testimony

future course

future day

future state

future time

future world

G

Gain a

gather together

gathered together

generation after generation

gentlemen of the jury

get the

give that

give the

give them their

giving a

giving the

glad of it

going there

gold standard

good bye

good day

good deal (*see* a good deal)

good evening

good many times

good morning

good night

good while

good while ago

good while since

govern their

grand jury

great advantage
Great Britain
Great Britain and Ireland
great danger
great deal (*see* a great deal)
great extent
great favor
great interest
great majority
great majority of cases
great many
great many cases
great many occasions
great many things
great many times
great measure
great number of
great proportion
great while
great while ago
greater or less
greater portion
guess not

H

Habeas corpus
had a
had all
had an
had another
had as
had been
had been done
had been there
had gone there
had had
had he
had he been there
had he ever
had he not
had it
had its
had not (*or* hadn't)
had not been
had not known
had not understood
had or not
had seen
had the
had thr
had there been
had therefore
had they
had we
had we done
had we gone there
had we had
had you
had you asked

had you been

had you been thr

had you done

had you ever

had you gone

had you gone there

had you known

had you reference

had you seen

had you understood

half a

half an

half an hour

half dozen

half of

hand in hand

has a-n

has been

has been done

has been found

has done

has had

has he

has he not

has his

has it

has it been

has it not

has just been

has many

has not

has not been

has not been done

has not been thr

has not taken

has that

has the

has them

has thr

has there been

has therefore

has this

has to

has to be

hath a

have a

have an

have another

have been

have been thr

have done

have had or

have it

have its

have known

have many

have not

have **said**

have seen
have several
have such
have that
have the
have thr
have them (*or* they)
have this (*or* those)
have we
have you-r
have you anything
have you been
have you been engaged
have you been there
have you ever
have you ever had occasion
have you had
have you known
have you many
have you never
have you no
have you not
have you nothing
have you seen
have you told
having a
having been
having been thr
having done

having had
having known
having said
having thr
he always was
he and
he called
he can
he cannot
he change
he charge
he could
he could not
he did
he do
he ever
he gave
he give
he go
he had
he has
he has been
he has done
he has never
he has not
he has nothing
he has received
he has **said**
he have

448462

he is

he is generally

he is not

he is therefore

he may be

he may have

he may have been

he may have been thr

he may have done so

he may have had

he not

he ought

he received

he said

he says

he seemed

he shall

he should

he spoke

he therefore

he told

he told him

he told me or

he told them

he told us

he told you

he was

he was a

he was not

he was said

he was thr

he will

he would

he would have been

he would no doubt

he would not

he would not have

he would not have been

heir at law

heirs at law

Her Majesty

Her Majesty's Government

Her Majesty's ministers

her own

here and there

hereinbefore referred

him a

him and

him another

him thr

his own

hither and thither

holding a

holding the

Holy Ghost

Holy Scriptures

Holy Spirit

honor to be

honor to transmit

honorable gentleman

honorable gentlemen

honorable member

honorable senator

hope of

House of Commons

House of God

House of Lords

House of Parliament

House of Representatives

Houses of Parliament

how a

how are

how are we

how are you-r

how as to

how can

how do you

how do you do

how do you know

how do you know of

how do you like

how do you make

how do you manage

how do you mean

how do you remember

how far

how has

how has it (*or* the)

how has thr

how have

how I

how is

how is it

how is that

how is the

how is thr

how is your

how it

how it is (*or* its)

how long

how long **after**

how long afterward

how long ago

how long before

how long before you were

how long had he been thr

how long had you been thr

how long had you known him

how long have

how long have you

how long have you been

how long have you b'n engag'd

how long have you been in the country

how long have you been in this country

how long have you been thr

how long have you claimed

how long have you known
how long have you known him
how long have you lived
how long have you resided
how long previous
how long prior
how long since
how long since you
how long since you have
how long was he gone
how long was he thr
how long was it
how long was that
how long was this
how long were you
how long were you acquainted
how long were you there
how many
how many cases
how many days
how many days **after**
how many is
how many is thr
how many more
how many occasions
how many places
how many such
how many times
how many years
how many years after
how many years after that
how many years ago
how many years before
how may
how much
how much further
how much is that
how much is thr
how much money
how much of
how often
how requisite
how soon
how soon **after**
how we
how will
how will they
how will we
how will you
how would
how you-r
how you can
human being
human kind
human life
human nature
human race
human understanding

I

I admit

I advise

I agree

I am

I am afraid

I am anxious

I am aware

I am aware of

I am certain

I am certain that

I am compelled

I am confident

I am convinced

I am, dear sir

I am glad

I am gratified

I am greatly

I am inclined

I am looking

I am never

I am nevertheless

I am no more

I am not

I am not accustomed

I am not in the habit

I am not inclined

I am not positive

I am now

I am obliged

I am pleased

I am quite clear

I am quite sure

I am resolved

I am responsible

I am satisfied

I am, sir

I am sorry

I am sure

I am sure of it (*or* the)

I am sure of that

I am sure there is

I am sure there is not

I am sure there was

I am sure there was not

I am surprised

I am therefore

I am very

I am very certain

I am very clear

I am very glad

I am very sorry

I am very sure

I am very sure of it (*or* the)

I am very truly yours

I ask you-r

I beg

I beg leave

I beg permission
I beg to
I beg to be
I beg to suggest
I beg you-r
I beg your pardon
I believe it
I believe so
I believe that
I believe the
I believe thr
I believe there is
I believe there was
I believe we
I believe you-r
I believe you have
I beseech
I call
I call thr
I call upon
I call you-r
I call your Honor's attention
I called
I called upon
I can
I can be
I can be there
I can do
I can state

I can tell
I can therefore
I cannot
I cannot answer
I cannot be
I cannot be certain
I cannot be responsible
I cannot be sure
I cannot do
I cannot say
I cannot say **anything**
I cannot say how
I cannot say how many
I cannot say how much
I cannot say how often
I cannot say how soon
I cannot say, sir
I cannot tell
I cannot understand
I cannot undertake
I conducted
I could
I could not
I could not answer
I could not entertain
I could not have done
I could not have said
I could not positively
I could not say

I could not say how many

I could not say, sir

I dare

I dare not

I dare say

I declare

I decline

I decline to say

I demand

I depend upon

I did

I did not

I did not feel

I did not intend

I did not know

I did not notice

I did not say

I did not see

I did not think

I did not understand

I did not understand it

I did not understand that

I did not understand you-r

I differ

I do

I do believe

I do maintain

I do not

I do not desire

I do not feel

I do not find

I do not know

I do not know about

I do not know **anything**

I do not know that

I do not know whether

I do not know which

I do not think

I do not think there is

I do not understand

I do not understand it

I do not understand that

I do not understand you-r

I do say

I do, sir

I doubt

I doubt whether

I entertain

I expect

I fail

I fear

I find

I forget

I forgot

I found

I had

I had **been**

I had known him

I had not

I had not been

I had occasion

I had rather

I had supposed

I have

I have a-n

I have another

I have **been**

I have done

I have found

I have generally

I have had

I have just

I have known

I have long

I have long since

I have never

I have never been

I have no

I have no doubt

I have no idea

I have no intention

I have not

I have not been

I have not had

I have not known

I have not noticed

I have not understood

I have not undertaken

I have seen

I have shown

I have spoken

I have taken

I have the

I have understood

I have undertaken

I hope

I hope he may

I hope I may

I hope that

I hope you may

I imagine

I immediately

I infer

I intend

I intended

I knew

I knew of

I know

I know a

I know that

I know there

I know there is

I maintain

I maintain that

I maintain the

I maintain their

I may

I may as well

I may be

I may be able to

I may be mistaken

I may be said

I may be sure

I may be told

I may have

I may have been

I may have been thr

I may mention

I may not

I may not be

I may not be sure

I may not be there

I mean

I mean the (*or* to)

I mean their

I mean to be

I mean to be able to

I mean to do

I mean to have

I mean to have it (*or* the)

I mean to have their

I mean to say

I meant

I might

I might **have**

I might not

I must

I need

I need not say

I never

I now

I observe

I often

I ought

I **ought to**

I perceive

I perhaps

I presume so

I probably

I propose

I purpose

I remain

I remark

I remember

I said

I said so

I said that

I said they

I say

I say so

I say that

I say that you

I see

I sent

I sent back

I sent for you-r

I sent for your letter

I sent you-r

I sent your letter

I shall

I shall not contend

I shall render

I shall say

I shall support

I shall therefore

I shall undertake

I should

I should be

I should go

I should go there

I should have

I should have been

I should never

I should not

I should not be

I should say

I should suppose

I signed that

I signed that document

I speak

I spoke

I spoke of

I spoke of the

I stand

I suppose

I suppose so

I suppose that

I suppose the

I suppose thr

I suppose there is

I suppose they

I suppose they have

I suppose **you**

I supposed

I thank-ed

I thank them

I thank you

I think

I think **he**

I think I have been

I think it

I think it is

I think it is necessary

I think it is not

I think so

I think that

I think the

I think thr

I think there are

I think there is

I think there is not

I think there were

I think there were not

I think they

I think they are

I think they were

I think they were not

I think they would

I think we

I think we did

I think we do

I think we shall

I think you-r

I think you had

I think you have

I think you may

I think you must

I think you said

I think you were

I thought

I thought that

I trust

I trust that

I trust they

I understand

I understand it

I understand that

I understand them (*or* they)

I understand you

I understand you have

I understand you have been

I understand you have said

I understood

I understood him

I understood that

I understood them (*or* they)

I understood you

I undertake

I undertook

I used

I want

I want to

I want to call your attention

I want to call y'r Honor's att'n

I want to know

I was

I was a

I was about

I was absent

I was going

I was not

I was once

I was thr

I was therefore

I went

I went down

I went down there

I went down-stairs

I will

I will be

I will be glad

I will be pleased

I will be sure

I will have

I will not

I will not be

I will not be certain

I will not be satisfied

I will not be sure

I will not say

I will not see

I wish

I wish it

I wish the

I wish thr

I wish there was

I wish therefore

I wish to be

I wonder

I wondered

I won't

I won't be

I won't be certain

I won't be sure

I won't say

I would

I would be

I would go

I **would have**

I would like

I would like to have

I would make

I would not

I would not be

I would not be able to

I would not be sure

I would not be very

I would not have

I would not know

I would not say

I would not take

I would rather

I would rather not

I would rather say

if a

if all

if an

if another

if he or

if he can or

if he is

if he is not

if **he was**

if his

if I

if I am

if I can

if it

if it be

if it be not

if it is

if it is necessary

if it is not

if it is possible

if it is unnecessary

if its

if not

if possible

if she

if she had or

if she was

if she would

if so

if such

if that

if the

if thr-

if there be

if there has been

if there is

if there is anything

if there is not

if there is nothing

if there were

if they

if they are

if they are not

if they have

if they were

if this

if those

if we

if we take

if we wish

if we would

if you-r

if you believe

if you can

if you find

if you have

if you knew

if you know

if you must

if you please

if you think

if you were

if you would

immediately afterwards

in a-

in a clear

in a great many

in a great many cases

in a little

in a matter

in a moment

in a most

in a very few

in a way

in accordance

in addition

in advance

in all

in all circumstances

in all kinds

in all other

in all probability

in all such

in all that

in all their

in all these cases

in all this (*or* those)

in another

in another case

in another manner

in answer

in any

in any business

in any case

in any instance

in any other

in any other business

in any other than

in any other way

in any way

in anything

in bank

in business

in business there

in chief

in communication

in company

in comparison

in compliance

in conclusion

in connection

in consequence

in consideration

in curia

in detail

in **each**

in effect

in esse

in evidence

in existence

in extenso

in extremis

in fact

in favor

in full

in future

in futuro

in general

in gross

in his

in his absence

in his annual

in his business

in his judgment

in his own

in his own affairs

in his own business

in his own name

in his speech

in his testimony

in like

in like manner

in loco

in March

in most cases

in my

in my life

in my presence

in my speech

in opposition

in or

in or about

in order

in order that

in order that you may

in other

in other ways

in other words

in our

in our own

in person

in personam

in point of fact

in possession

in preference

in preparation

in presence

in progress

in proportion

in pursuance

in re

in receipt

in reference

in regard

in relating

in relation

in respect

in response

in return

in short-hand

in sight

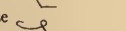
in situ

in so many

in some

in some cases

in some instances

in some respects 

in some way

in statu quo

in such

in such case

in such cases

in such matters

in suit

in terrorem

in that

in that matter

in the

in the afternoon

in the business

in the case

in the city

in the city of

in the city of New York

in the course

in the course of debate

in the course of this debate

in the day time

in the early part

in the early **part of**

in the evening

in the Fall

in the first

in the first instance

in the first place

in the habit

in the interest

in the latter

in the latter end

in the latter part

in the latter **part of**

in the midst

in the next place

in the night

in the past

in the presence

in the present

in the present case

in the present instance

in the second place

in the way

in the way of

in the winter time

in the words of my text

in the world

in the year

in their

in their behalf

in their own

in their own names

in their service

in them

in themselves

in this

in this account

in this action

in this business
in this case
in this claim
in this enterprise
in this instance
in this interview
in this manner
in this place
in this relation
in this respect
in this suit
in this undertaking
in this way
in this world
in those
in those cases
in those instances
in those interviews
in those respects
in toto
in transitu
in view
in which
in which he
in which way
in whichever
in you-r
in your answer
in your direct examination
in your life
in your lifetime
in your mind
in your name
in your opinion
in your own
in your own name
in your own opinion
in your presence
inasmuch as
inside of
international law
into a
into the
into their
into these
into this (*or* those)
into this country
is a-n
is as
is done
is general-ly
is he
is he not
is he there
is his
is in
is it
is it any

is it as

is it as the

is it his

is it necessary

is it not

is it payable

is it possible

is not

is that

is that all

is that true

is the

is there

is there any

is there any other

is there anything

is there not

is there nothing

is therefore

is this

is this so

is to

is to **be**

it a

it appears

it appears that

it appears to have

it appears to have been

it can

it can be

it can be said

it cannot

it cannot be

it cannot be said

it clearly

it has been

it has been done

it has been found

it has been said

it has not

it is

it is a-n

it is absolutely necessary

it is clear

it is clearly

it is generally

it is generally known

it is important

it is inconvenient

it is indeed

it is just

it is known

it is likely

it is nearly

it is necessarily

it is necessary

it is no doubt

it is none

it is not

it is not intended

it is not known

it is now

it is observed

it is only

it is possible

it is quite

it is quite certain

it is quite clear

it is quite likely

it is said

it is so

it is that

it is the

it is thr

it is therefore

it is true

it is uncertain

it is unknown

it is unnecessary

it is well known

it is your

it is yours

it looked

it may as well

it **may be**

it might not be

it must be

it must have been

it must necessarily

it must not be

it seems

it seems so

it seems that

it seems to have

it seems to have been

it sometimes

it therefore

it was

it was **after**

it was afterward

it was done

it was entirely

it was found

it was necessary

it was never

it was not

it was nothing

it was quite clear

it was said

it was the

it was understood

it was unnecessary

it was you-r

it will

it will be

it will be certain

it will be observed

it will be perceived

it will be said

it will be seen

it will not

it will not be

it will not do

it will not have

it won't

it won't be

it won't do

it would

it would be

it would do

it would not

it would not be

J

Jesus Christ

judge's notes

judicial capacity

judicial decision

judicial investigation

just about this time

just **after**

just answer

just as

just as good as

just as much as

just as soon as

just as well as

just as well as another

just before

just now

just say so

just such

just taken

just the

Justice of the Peace

Justices of the Peace

K

Kingdom of Christ

Kingdom of God

Kingdom of Heaven

King's Bench

know a

know better

know better than

know it

know nothing

know of

know that

know the

know thr

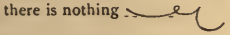
know their own business

know them

know there are

know there is

know there is not

know there is nothing 

know they are

know they are not

know you-r

know your own

knows a

knows that

knows them

knows this (*or* those)

knows your

L

Labor saving

laboring classes

ladies and gentlemen

lager beer saloon

laid down

larger than

last night

last past

last session

last time

last week

last will and testament

latter part

latter **part of**

law of

law of nations

law of nature

lay corporations

learned counsel

learned friend

learned gentleman

learned judge

left hand

legislative action

legislative session

less than

let us

let us be

let us be satisfied

let us be sure

let us bear in mind

let us consider

let us go

let us have

let us look

let us not

let us proceed

let us say

let us see

let us try

letter book

letters patent

lex fori

lex loci

lex talionis

life estate

like a

like that

like the

like them

like this (*or* those)

little else

little less

little more

little **more than**

little while

little while after

little while ago

loan a

long as

long **after**

long ago

long **before**

long enough

long has been

long since

long time

long time after

long time ago

long time since

long while

long while ago

long while after

longer than

longer than the

longer than thr

look at

look at that

look at them

look at this (*or* those)

look like

look like business

look like his signature

look like that

looks like

looks like business

looks like his signature

Lord and Sav'r, Jesus Christ

loss of money

lunatic asylum

M

Major General

make a

make it appear

make it clear

make that

make them

make this (*or* those)

makes the

makes their

mala fides

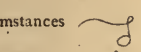
manner in which

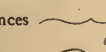
many a

many a man

many as possible

many cases

many circumstances 

many instances 

many more

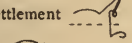
many more than

many occasions

many persons

many such

many things

marriage settlement 

mastering a

mastering the

matter of fact

may also

may as well

may as well have been

may be

may be **able to**

may be aware

may be certain

may be done

may be greater

may be likely

may be rather

may be said

may be sure

may be very

may be very sure

may have

may have been

may have been thr

may have done

may have done so

may it please the court

may it please your Honor

may likewise

may never

may nevertheless

may not

may not be

may not be said

may not have

may not have been

may perhaps

may prevent

may probably

may seem

may serve

may sometimes

may the

may therefore

may we

may you-r

may yours

me a

me another

me there

mean by that

mean to

mean to be

mean to say

medical jurisprudence

member of Congress

member of Parliament

member of the Bar

member of the Legislature

members of Congress

members of Parliament

members of the Bar

members of the Legislature

Methodist Church

Meth. Episcopal Church

might **have**

might have a

might have done it

might not

might not be

miss a-n

mode of combination

Monday afternoon

months **after**

more and more

more or less

more probable

more probable than

more than

more than any

more than any one

more than any one else

more than any other

more than any other person

more than anything

more than anything else

more than ever

more than once

more than that

more than the

more than the other

more than thr

morning **after**

most always

most happy

most important

most likely

most of the time

Mr. Chairman

Mr. President

Mr. Speaker

much as

much as possible

much as the

much as thr

much as there is

much money

much of

must also

must always
must be
must be able to
must be made (*or* met)
must be ready
must be thr
must be told
must become
must do
must do something
must go
must have
must have been
must have known
must know
must make
must not
must say
must see
must take
must tell
my belief
my beloved
my beloved brethren
my beloved friends
my brethren
my brother
my dear
my dear brethren
my dear brother
my dear friends
my dear madam
my dear mother
my dear sir
my dear sister
my father
my fellow citizens
my friend
my friends
my mind
my mother
my noble friend
my opinion
my own
my own account
my own interest
my own knowledge
my own opinion
my own relations
my text

N

Near as possible
near as we can
near as you can
nearer than
necessary charges
necessary consequence
need not

need not be
need not say
neither a-n
neither the
nervous system
never a
never be
never do
never said
never said so
never shall
never since
new one
New Testament
New York
New York City
New York State
next of kin
next thing
nine or ten
nine or ten thousand
no account
no better
no better than
no communication
no connection
no doubt
no instance
no intention
no less than
no more
no more money
no **more than**
no necessity
no notice
no occasion
no one
no one else
no one there
no part
no **part of**
no person
no, sir
no statement
no such
no such thing
no wonder
non resident
North America
North Carolina
north **side**
northeast quarter
Northern States
northwest quarter
not a
not a minute
not a moment
not at that time

not enough
not more than
not necessarily
not necessary
not new
not now
not once
not one
not only
not only that
not so much
not that
not the
not to my knowledge
nothing about it
nothing else
nothing less
nothing more than
nothing said
nothing said or done
nothing was said
nothing was said or done
now and then
now then
nowhere else
number of
number of the
number of their
number of you-r

O

Object of
objected to
objection overruled
objection sustained
objections overruled
objections sustained
of a
of all
of all its
of all others
of all the
of all their
of all their own
of an
of another
of course
of course not
of course there is
of his being there
of his decease
of his disease
of his own
of his own accord
of his speech
of it
of its
of its own
of other

of our (see note)

of **such**

of the

of the world

of their

of their own

of you-r

of your opinion

of your own

of your own knowledge

off and on

officers of the Navy

official dispatch

often a

Oh, yes

Oh, yes, sir

Old and New Testament

old gentleman

old lady

Old Testament

on a

on account

on all

on all occasions

on all sides

on all subjects

on all such

on an

on another

on another occasion

on any other

on any other occasion

on as

on both sides

on business

on business there

on **each**

on her

on her account

on her side

on his

on his account

on his behalf

on his own

on his own account

on his own behalf

on his part

on it

on its

on me

on mine

on more

on more than one occasion

on my

on my account

on my own

on my own account

on my own part

on my part
on no other
on no other occasion
on one occasion
on one or two occasions
on **one side**
on or about
on or after
on or before
on or by
on or off
on our
on our account
on several
on such
on that
on that date
on that day
on that diagram
on that ground
on that subject
on the
on the account
on the bed
on the contrary
on the date
on the day
on the day of
on the day of the
on the day of the date
on the ground
on the left-hand
on the morning
on the morning **after**
on the night
on the one part
on the one side
on the other
on the other hand
on the other part
on the other side
on the other side of
on the other side of a
on the other side of the
on the other side of the case
on the other side of their
on the **part of**
on the present occasion
on the relation
on the right-hand
on the side
on the side of
on the side of a
on the side of the
on the side of the bed
on the side of the case
on the side of their
on the stand

on the subject
on the subject of
on their
on their account
on their own
on their own account
on their own part
on their part
on them
on themselves
on these
on these occasions
on **this**
on this account
on this check
on this occasion
on this point
on those
on those checks
on what
on which
on your
on your direct examination
on your own
on your own account
on your own part
once in a great while
once in a while
once or twice

one after
one another
one day
one evening
one of the
one of their
one or both
one or more
one or other
one or the other
one or two
one party
one side
one side of
one side of the
one side of the case
one side of their
one side or the other
one thing
one thing more
one thing or another
only a
only an
only be
only ground
only had
only one
only one day
only one time

only so far
only such
only upon
open a-n
open the
open their
opportunity of
or a
or an
or another
or as
or as it (*or* the)
or as it is
or as their
or have
or have been
or is it (*or* the)
or is thr
or not
or of
or other
or otherwise
or our
or rather
or some
or some other
or some such
or something like that
or something to that effect

or the
or we
or we be
or we shall
or you
or you must have
order a
order the
ordinary circumstances
other than
other than that
ought a
ought an
ought not
ought to
ought to be
ought to be able to
ought to be done
ought to have
ought to have a-n
ought to have been
ought to have been thr
ought to have done
ought to have had
ought to make
ought we
ought you
our own
our own business

out a
out of
out of business
out of nature
out of the
out of the country
out of the way
out of their
out of their own
out of town
out of your
out of your own
over a
over all
over all other
over an
over and above
over and over
over it
over its
over the
over the other
over their
over them
over this
owing a
owing the
own a
own use

P

Paper money
pari passu
part of
part of a
part of the
part of their
party of the first part
party of the second part
pass a
passage money
peculiar circumstances
peculiar circumst's of the case
penal actions
per annum
per cent.
per minute
perhaps not
perhaps they
perhaps we
perhaps you-r
personal actions
personal estate
personal expenses
personal interview
personal knowledge
personal property
personally about that
personally aequainted

place after that
place of business
plaintiff's counsel
point of fact
point of it (*or* the)
point of view
police court
political economy
positive about
positive about that
positive about this
post mortem
post office
post road
postage stamp
postal card
power of attorney
Presbyterian Church
present circumstances
present time
President of the U. S.
previous question
previous to that
price current
prima facie
primary evidence
pro rata
pro tanto
promissory note

prove a
public house
public matters
public service
public works

Q

Quarter day
quarter section
question of fact
question of law
quit claim
quite agree
quite as likely
quite as much
quite certain
quite likely
quite probable
quite sure
quite sure there (*or* they are)
quo animo
quo warranto

R

Railroad car
railroad carriage
railroad station
railway car
railway carriage
railway station
raise a

raise up

raises up

ran a

ran away

rather better

rather better than

rather than

read the second time

read the third time

real action

real estate

real estate broker

real property

received your letter

recent session

re-cross examination

re-direct examination

refer the

refer their

referring a

referring the

remain thr

remembering a

remembering the

res gestae

res inter alios acta

res judicata

residuary legatee

resulting trust

resulting use

retaining fee

retired list

revenue bill

review their

right or wrong

rise again

Roman Catholic

Roman Catholic Church

round about

run a

run away

run away from thr

running away

S

Sabbath day

Sabbath school

said and done

said and done there

said he

said I

said or done

said or done there

said there

Saint Paul

Saint Peter

same as

same side

sanction their

satisfactory proof

Saturday afternoon

savings bank

Saviour of the world

saw a

saw another

saw he (*or* him)

saw him there

say a

say anything about it

say anything about that matter

say anything that we

say anything that you

say how many

say how much

say so

say thr

says a

says he

says **he was**

says I

says she

scatter their

school days

sea captain

season of the year

second time

secondary evidence

Secretary of Legation

Secretary of State

Secretary of the Navy

Secretary of the Treasury

Secretary of War

see a

see the

see thr

seems likely

seems so

seems thr

seems to be

seems to have

seems to have been

seems to me

Senate and House

Senate & House of Rep's

Senate of the U. S.

Senate resolution

set forth

set of books

several others

several thousand

several thousand dollars

several times

shall a

shall all

shall another

shall **be**

shall become

shall do

shall endeavor

shall entertain

shall expect

shall go

shall have

shall have been

shall have been thr

shall have the (*or* to)

shall make

shall manage

shall never

shall not

shall not be

shall take place

shall the

shall thr

shall there be

shall therefore

shall we

shall we be

shall we do

shall we say

shall we see

she has

she has been

she has done

she is

she told me

she was

she was not

she was there

she would

ship's husband

short and clear

short distance

short session

short time

shorter than

shortly **after**

should a

should all

should another

should **be**

should be very

should do

should endeavor

should go

should have

should have been

should have been thr

should never

should never have been

should not

should not be

should not have been

should say

should the

should thr

should there be

should we

should we be

should we do

should we say

should we see

show a

show another

shown you

shows a

side by side

side of

side of a

side of the

side of the bed

side of the way

side of their

sight of

sign a

sign the

sign thr

silver currency

since a

since his

since his death

since I

since I have

since I have been

since I have been the

since I have been thr

since I have seen

since I was

since that

since that time

since the

since the other

since thr (*or* they are)

since then

since there is

since they

since **they have**

since this

since you·r

since you have

since you have been

six or eight

six or seven

six years

slower than

so a

so as

so as to

so as to be

so do

so far

so far as

so far as a

so far as I

so far as I am

so far as I can

so far as they

so far as to say

so far as you-r

so far as you know

so far as you remember

so far as you were (*or* recollect)

so he told me

so it seems

so long

so long ago

so long as

so must

so on

so that

so the

so then

so thr

so there are

so there be

so there can be

so there has (*or* is)

so there has been

so there has (*or* is) not

so there **may**

so there **must**

so there were

so they are

so to speak

so very much

so we

so we hear

so were

some how

some how or other

some kind

some kind or other

some little

some means

some one

some one else

some one or other

some other

some other person

some person

some reason

some reason or other

some things

some years

some years ago

some years before

some years past

something before

something else

something has been

something like that

something more
something more than
something or other
something to that effect
something was said
sometime **after**
sometime afterwards
sometime or other
sometime previous
sometimes it is
sometimes there is
somewhere **about**
somewhere along
somewhere along there
somewheres about
somewheres along there
soon **after**
soon after that
soon thr
soon thereafter
south **side**
southeast quarter
Southern States
southwest quarter
speak of
speak of a
speak of the
speak of their
special order

special session
specie payment
spirit land
spirit world
spoke of
spoke of a
spoke of the
spoke of their
spoken of
stand still
standing order
standing room
standing there
state how many
state how much
state of affairs
state of facts
State of New York
state of the
state of the case
state of their
state **whether**
Statute of Frauds
still another
still more
stock book
stock broker
struck jury
subject matter

such a
such an
such another
such are
such are not
such as
such as are
such as are not
such as that
such as the
such as thr (*or* they are)
such as this (*or* those)
such as we (*or* would)
such as we (*or* would) have
such as were
such as you-r
such as you have
such cases
such has (*or* is)
such has been
such has not been
such have
such matters
such may be
such **may have**
such means
such things as that
such was
such were
such will
such will not
such will not be
such would be
sum and substance
summing up
Sunday afternoon
Sunday school
suppose they were
suppose you were
sure way
surrounding circumstances
swearing to

T

Take care
take care of
take **charge**
take into
take occasion
take pains
take part
take place
take possession
take such
take that
take them
take this
take this occasion
take you-r

take your opinion
take your own
take your view
taken aback (*or* back)
taken away
taken down
taken place
taken up
takes occasion
talk about
talking about
talks about
tell her
tell him
tell how
tell how long
tell **how many**
tell how much
tell me *or*
tell that
tell the
tell them
tell us
tell you-r
tell you many
tell you much
tell you where
tell your own
ten thousand
ten thousand dollars
terra firma
than a
than it
than it would
than otherwise
than that
than the
than the other
than thr
than there are
than there was
than there were
than this (*or* those)
thank a
thank the
thank you-r
that a
that all
that all they
that an (*or* and)
that and other (*or* another)
that are
that date
that day
that does
that had *or*
that had been
that had not been

that has

that has been

that has ever been

that has not

that have

that have been

that have known (*or* none)

that have not

that have now

that he

that he has (*or* is)

that he received

that **he was**

that I

that I am

that **I have**

that I was

that I was not

that is

that is a

that is about

that is about all

that is about all there is

that is all

that is not

that is not so

that is only

that is quite certain

that is said

that is the (*or* to)

that is thr

that is to be

that is to say

that it

that it has

that it has not

that it has nothing

that it is

that it is all

that it is necessary

that it is now

that it is thus

that its

that **may be**

that said so

that such

that that

that that you have

that the

that then

that thr

that there had

that there has

that there has been

that there has never

that there is

that there is not

that there is nothing

that therefore
that they
that they are
that they had
that **they have**
that **they were**
that this
that this interview
that this kind
that time
that was
that was all
that was not
that was **said**
that we
that we do not
that we shall be able to
that we use
that were
that were not
that were there
that which
that **which is**
that which must be
that will
that will be
that you-r
that you can
that **you have**
that **you may**
that you **mean**
that you must
that you said
that you told
that **you were**
the other
the other day
the other **side**
the other side of the case
the others
their own
them a
them all
them thr
then a
then **after**
then again
then be
then it
then it was
then it would
then the
then thr
then there are
then there was
then there was not
then there were
then you-r

then you say

there are

there had or

there had been

there has

there has been

there has never

there has not

there is

there is a-n

there is another

there is no

there is no such

there is not

there is nothing

there is only one

there it

there it is (*or* its)

there may be

there may have been

there may not

there may not have been

there must be

there must have been

there that

there the

there they

there they were

there was

there was a

there was never

there was no one

there was not

there was nothing

there was nothing else

there were

there were not

there were there

there will

there will be

there would

there you-r

these are

these circumstances

these will

these will be

they are

they are able to

they are believed

they are not

they are said

they are there

they are used

they did

they did not

they do

they do not

they had or

they had not
they have
they have another
they have been
they have been there
they have done
they have had
they have never
they have no
they have no other
they have not
they have nothing
they have spoken
they have their
they may
they may be
they **may have**
they may not
they might not
they must
they must know
they must never
they must not
they said
they think
they were
they were not
they were there
they would

think a
think another
think it
think it is
think it probable
think of
think that
think the
think thr
think there is
think there is a
think there is no
think there is not
think there is nothing
think they
think they are
thinks a
thinks the
thinks thr
this accident
this advantage
this afternoon
this business
this can be
this cannot be
this case
this circumstance
this date
this day

this defence

this difference

this evening

this has

this has been

this instance

this is

this kind

this matter

this note

this speech

this subject

this then

this thing

this time

this was

this was not

those are

those circumstances

those were

though that

though the

though thr (*or* they are)

though they

three or four

through a

through it

through the

through thr

Thursday afternoon

thus far

thus it is

thus there is

time and again

to a

to a certain extent

to all

to an

to another

to be

to become

to dictate

to do

to have

to have a

to have been

to have done

to have had

to have known (*or* none)

to have the

to have their

to his

to his death

to his knowledge

to his own

to his own knowledge

to infer

to it

to leave

to make

to my recollection

to other

to others

to our or

to ourselves or

to prevent

to receive

to remain there

to reply

to say

to say anything

to see

to such

to take

to the

to the present date

to the present time

to the time

to the world

to their

to theirs

to them

to think

to what

to write

to you-r

to your house

to your own

to your place

told him

told me or

to-morrow afternoon

to-morrow evening

to-morrow morning

to-morrow night

too deep

too far

too much

took **charge**

took charge of their

took me

took part

took place

took possession

took their

took them

took you-r

total amount

towards each

towards it

towards them

towards which

towards you-r

treasure trove

true bill

true God

true or not

Tuesday afternoon

twice as much

two or more

two or three

two or three days

two or three o'clock

two or three times

two or three years

U

Uncalled for

under a

under all the circumstances

under all the circum's of the case

under certain circumstances

under circumstances

under his own

under his own signature

under it

under said act

under side

under side of the

under such

under such circumstances

under such regulations

under such rules

under that

under the

under the circumstances

under the circum's of the case

under them

under these

under this (*or* those)

under what

under what circumstances

under you-r

under your own

United States

United States of America

United States Senate

United States Senator

unless it (*or* the)

unless it is

unless there (*or* they are)

unless there is

unless they

unless they were

unless this

unless this is

unless this is done

unless this was

unless you-r

unless you were

until it (*or* the)

until thr

until there is

up a

up and down

up there

up to that time

upon a-n

upon another

upon his

upon his own

upon his own behalf

upon it

upon such

upon that

upon that day

upon the

upon the **part of**

upon the subject

upon their

upon their own

upon them

upon themselves

upon this (*or* those)

upon which

usually a

V

Valuable consideration

value their

variety of

variety of causes

very best

very certain

very clear

very great

very great extent

very lately

very likely

very little

very much

very probable

very seldom

very short

very short distance

very short time

very shortly

very shortly **after**

very soon

very soon **after**

very soon thereafter

very sure

very well

very well, sir

Vice President

Vice President of the U. S.

vice versa

viva voce or

voluntary assignment

W

War record

warm weather

was a

was all

was an

was another

was as

was done

was he

was he ever

was he not

was he the

was he there

was her

was his

was his own

was it

was it **before**

was it not

was it so

was not

was not intended

was not it

was not known

was not seen

was or not

was or was not

was present

was received

was said

was said and done

was said and done there

was said or done

was said or done there

was so

was that

was the

was their

was their own

was then

was there

was there any

was there **any body**

was there **any one**

was there anything

was there anything else

was there anything else said

was there anything said

was thr anyt'g said and done

was thr anyt'g said and done thr

was thr anyt'g said or done

was thr anyt'g said or done thr

was there anything said there

was there no

was there no one

was there no one else

was there no one else there

was there nothing

was there nothing **said**

was you-r

way of

Ways and Means

we admit

we affirm

we all

we are

we are not

we are satisfied

we at first

we at last

we at least

we attempt

we believe

we belong

we call

we call upon

we called upon

we can

we can have

we **cannot**

we cannot have

we cannot have the

we cannot have their

we cannot know

we cannot remember

we change

we charge

we could

we could have

we **could not**

we could not have

we could not remember

we declare

we decline

we defend

we denounce

we deny

we deserve

we did

we did not

we did not know

we did not know there was

we did not think

we did not understand

we differ

we disclaim

we dispute

we distrust

we do

we do not

we do not know

we do not think

we doubt

we ever

we fail

we fear

we feel

we find

we found

we had ... or ...

we had not
we have
we have been
we have been thr
we have done
we have had
we have not
we have not been
we have your own
we may
we may say
we may soon
we **might**
we **must**
we ought
we ought not
we **ought to**
we received
we regret
we saw
we say
we see
we **shall**
we **should**
we talked
we thank-ed
we therefore
we **think**
we thought

we took pains
we went
we were
we were not
we were there
we will
we will not
we wish
we won't
we would
we would be
we would not
Wednesday afternoon
week after
week after that
week after week
week afterwards
week or ten days
week or two
weeks **after**
weeks ago
well done
well known
well, now
well, perhaps
well, sir
well, then
went out of
went up

were a-n
were all
were as
were it
were it not
were its
were not
were of
were the
were the other
were there
were there not
were they
were those
were we
were we not
were we there
were you
were you aware
were you called upon
were you certain
were you engaged
were you ever
were you in the habit
were you informed
were you not
were you notified
were you present
were you then

Wesleyan Church
what a
what an
what are
what are they
what are those
what are you-r
what are your own
what are your own views
what can
what can be
what can it
what **did you**
what **do you**
what do you **mean**
what do you mean by such
what do you mean to
what do you m'n to be underst'd
what do you mean to do
what do you recollect
what do you remember
what do you say
what do you see
what else
what else was
what else was done
what else was done there
what else was said
what else was said and done

what else was said or done

what else was said or done thr

what else was said there

what else was there

what had you

what had you done

what has

what has been

what has it

what has not been

what has that

what has the

what has thr

what has this

what have

what have been

what have you

what have you been

what have you done

what he

what he said

what he was

what he was not

what is

what is it (*or* the)

what is that

what is thr

what is then

what is this

what is your

what it

what it is

what it is worth

what it was

what its

what makes

what makes them

what makes you-r

what **may**

what month

what of

what question

what reason

what the

what then

what they

what time ... or

what took place

what was

what was afterwards

what was done

what was he

what was it

what was necessary

what was said

what was said and done

what was said and done there

what was said or done

what was said or done there

what was said there

what was she

what was that

what was the

what was then

what was thr

what was this

what was your

what we

what we believe

what we call

what we can

what we claim

what we have

what we said

what we say

what we think

what **were**

what were its

what were we

what were you

what were you doing

what will

what will be

what will we

what will you

what would *or*

what would be

what you r

what you believe

what you can

what you can do

what you claim

what you have

what you remember

what you said

what you say

what you think

what you were

when a-n

when are

when are you-r

when **do you** (*or* **had you**)

when have

when he

when he came

when he came there

when **he was**

when **I**

when is

when is it (*or* the)

when is **thr**

when it

when it has

when it has been

when it is

when it is done

when it is known
when it is necessary
when it **may**
when it was or
when its
when that
when the
when thr
when there is
when there is no
when there is not
when there was
when they
when this (*or* those)
when was
when we
when we come
when we do
when we do not
when **we were**
when were
when were we
when were you
when will
when will you-r
when would
when you-r
when you are
when you are there

when you make
when **you were**
where a
where are
where are thr
where are they
where are those
where are we
where are you-r
where are your own
where did you or
where do
where do they
where **do you**
where do you live
where do you m'n to be und'st'd
where do you now
where do you reside
where do you say
where does
where does this
where **had you**
where has
where has it (*or* the)
where has thr
where have or
where have the or
where have they
where have we

where have you
where have you been
where is
where is it (*or* the)
where is that
where is thr
where is your
where is your place
where is your place of business
where it
where it has been
where it has not been
where it is (*or* its)
where it is not
where one
where the
where thr
where there has been
where there is
where there is one
where there was
where was
where was it
where was she
where was that
where was the
where was thr
where was this
where was your
where was your place
where was your place of busin's
where we
where we had
where we have
where we were
where were
where were they
where were those
where were we
where were you
where will
where will it (*or* the)
where will thr
where will they
where will we
where will you-r
where will your own
where would
where would they
where would we
where would you
wherever the
wherever thr
whether a
whether he
whether he ever
whether **he has**
whether **he was**

whether I

whether or not

whether the

whether we

whether we shall

whether **we were**

whether you-r

whether you are

whether **you have**

wh'r you **may** (*or* remember)

wh'r **you were** (*or* recollect)

which a ... or

which an

which another

which are

which are likely

which are necessary

which are not ... or

which are you

which can

which can be

which cannot

which cannot be

which had ... or

which has

which has been

which has never

which has not

which has not been

which has nothing

which has now

which have

which have a-n

which have anything

which have become

which have been

which have done

which have never

which have no

which have not

which have not been

which have nothing

which have the

which have thr

which have their own

which he may have

which is

which is it

which is never

which is no

which is not

which is **nothing**

which is now

which is the

which is thr

which is your

which it

which it is (*or* its)

which it is not

which made

which makes

which matters little

which matters not

which **may**

which **might**

which must

which **must be**

which must not

which must not be

which of

which of the

which of their

which of their own

which one

which our

which seems

which seems to be

which the

which thr

which was

which was never

which was no

which was not

which was nothing

which was only

which we

which we believe

which we call

which we claim

which we have

which we have had

which we have not been

which we maintain

which we make

which we say

which were

which were in

which were never

which were no

which were not

which were nothing

which were on

which were then

which were thr

which were they

which were those (*or* thus)

which will

which will **be**

which will come

which will indeed

which will no doubt

which will not

which will require

which would

which would be

which would indeed

which would never

which would no doubt

which would not

which would not be

which would show

which you

which you believe

which you can

which you cannot

which you claim

which you have

which you have been

which you have done

which you have never

which you have no

which you have not

which you have not been

which you have not done

which you have not taken

which you made

which you may

which you may not understand

which you say

while a

while an

while another

while he

while **he has**

while **he is**

while **he may**

while **he was**

while it

while it is (*or* its)

while it is not

while the

while thr

while there has

while there has never

while there has not

while there is

while there is any

while there is anything

while there is no

while there is not

while there is nothing

while they

while they are

while they were

while you-r

while you are

while you are there

while you must

while **you were**

who also

who also was present

who always

who are

who are not

who are the

who are thr

who are they

who are those

who are we

who are you

who came

who came there

who can

who could or

who else

who else was

who else was present

who else was there

who had

who has

who has been

who has been thr

who has done

who has never

who has no

who has not

who has nothing

who has the

who has thr

who have

who have been

who have been thr

who have had

who have not

who have not been

who have not done

who have nothing

who he **was**

who is

who is it (*or* the)

who is thr

who it

who it is (*or* its)

who makes

who may

who may be

who may not

who may not be

who mean

who mean to be

who **must**

who of

who said

who said so

who said there was

who thr

who therefore

who told

who told him

who told me or

who told that

who told them

who told us

who told you-r

who was

who was not

who was thr

who were

who were not

who were present

who were there

who were they

who were we

who were you-r

who will

who would

who would be

who would not

who would not be

whom we

whom will

whom will we

whom will you

whom you

whose handwriting

whose signature

whose was

whose were

whose were they

whose were those

why a

why an

why another

why are

why are we

why are you-r

why do you

why had

why has

why has it (*or* the)

why has thr

why have

why is

why is it (*or* the)

why is thr

why it

why it is (*or* its)

why it is not

why not

why the

why thr

why there is no

why there is no more

why there is no more than

why there is not

why there is nothing

why there is so much

why was

why we

why we can

why we know
why we say
why we think
why we were
why will
why will it (*or* the)
why will thr
why would
why would we
why you-r
why you can
why you cannot
why you have
why you make
why you may
why you must
why **you were**
will all
will another
will be
will be done
will be found
will be seen
will have
will it
will it not
will not
will not be
will not go
will not say
will perhaps
will probably
will the
will thr
will there be
will there never
will there not
will there not be
will therefore
will they
will **they have**
will you-r
will you be
will you be kind enough
will you be thr
will **you have**
will you look
will you look at
will you look at this paper
win a
winter time
wire puller
with a
with advantage
with all
with all its
with all that
with all that that

with all their
with an
with another
with as
with him
with him there
with it
with its
with its own
with many
with me or
with or without
with reference
with regard
with regret
with relation
with respect
with the
with the subject
with their
with them
with them that
with themselves
with this (*or* those)
with this understanding
with which
with which he
with which it
with which it is
with which it is not
with you-r
with your own
with your sanction
with yourself
within a
within the
within their
within their own
without a
without doubt
without that
without the
without thr
without this (*or* those)
witness' stand
won't be
won't endeavor
won't know
won't know anything
won't notice
won't say
won't understand
won't undertake
Word of God
words of God
words of my text
words of our text
working days

working there

worth a

would a

would all

would an

would be

would be sufficient

would do or

would have

would have been

would have been there

would have done

would have said

would he

would he not

would it

would it be

would it make

would **make**

would not

would not be

would not be very

would not do

would not have

would not have been

would not have said

would not say

would not see

would not you

would not **you have**

would require

would say

would see

would such

would the

would thr

would there be

would they or

would we

would you-r

would **you have**

would you not

would you not have known

would you not know

Y

Year after year

year ago

year and a half

year or two

years afterwards

years ago

years and years

years before

years old

year's rent

yes or no

yes, sir

yet a

yet an

yet another

yet h-as

yet have

yet it

yet it has

yet it has no

yet it has not

yet it has nothing

yet it is

yet it is no

yet it is not

yet it is nothing

yet its

yet the

yet thr

yet there has been

yet there is

yet there is no

yet there is not

yet we

yet you-r

you all

you and

you and I

you and your

you another

you are

you are able to

you are acquainted

you are aware

you are not

you are said

you are satisfied

you are supposed

you are sure

you are sure of it

you are very sure

you are very sure of it

you believe

you can ..... or .....

you can be

you **can have**

you can never

you can state

you can tell

you **cannot**

you could

you could be

you could do

you could have

you could not

you could state

you could tell

you did

you did say

you did not

you did not know

you did not say

you did not think

you do

you do not

you do not know

you do not know them

you do not say

you do not think

you do say

you ever

you fear

you feel

you find

you found

you had

you had not

you have

you have a

you have anything

you have been

you have been there

you have done

you have had

you have known (*or* none)

you have never

you have no

you have not

you have nothing

you have noticed

you have said

you have seen

you have spoken

you knew

you know

you know nothing

you know **whether**

you made

you **may**

you mean

you mean to

you mean to be

you mean to say

you might

you might not

you might not be

you must

you must be

you must be sure

you must be sure of it

you must bear in mind

you must have been

you must never

you must not

you must not be

you must now

you must recall

you must recollect

you recall

you represent
you require
you saw
you say
you say you
you say you can
you say you cannot
you say you may
you say you mean
you say you must
you see
you see there
you see there is
you shall
you shall be
you shall do
you shall have
you shall not
you shall not be
you shall therefore
you should
you should be
you should be certain
you should be sure
you should be there
you should do
you should have
you should not
you should not be

you should never
you thank-ed
you think
you told
you understand
you understood
you were
you were called upon
you were not
you were there
you will
you will believe
you will call upon
you will claim
you will not
you will therefore
you would
you would have
young man
young men
young person
young woman
your belief
your Honor
your letter
your mind
your own
your own account
your own note

ABBREVIATIONS OF PRACTICAL PHONOGRAPHY.

A

According

acknowledge

administratrix

advantage

advertise

almost

already

altogether

among

an

and

angel

another

antagonistic

any

archangel

archbishop

architecture-al

are

aristocracy-tic

artificial

as

astonish-ed

awe

B

Bankrupt

bankruptcy

baptism

because

become

before

began

begin

begun

belief-ve

belong

beneficial

benignant

between

beyond

bishopric

brethren

brother

but

C

Cabinet

can

capable

captain

catholic

celestial-ly

certificate

change

characteristic

charge

children
christian
circumstance
circumstantial
citizen
collect
come
contingency
controversy
correct
could
county
cross-examine

D

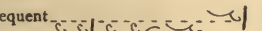
December
defendant
degree
deliver
democracy-tic
democrat
describe
description
develop
did
differ-ence-ent
difficult-y
dignify
dignity
discriminate
distinct
distinguishing
do
Dr. (Doctor)
doctrine
dollar
domestic
during
dwell

E

Effect
endeavor
especial-ly
establish
evangelical
ever
executrix
experience
extraordinary

F

Fact
familiar
familiarity
February
financial-ly
first
for
form
found

frequent 

from

G

Gave

general-ly

generation

gentleman

gentlemen

give-n

glory

go

govern

governor

Great Britain

H

Had

half

halve

has

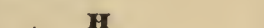
hath

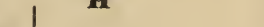
have

he

health-y

hear

heaven 

held 

help

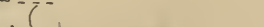
her

here

him

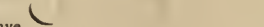
his

history

home 

I

I

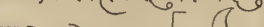
immediate 

importance-t

inartificial-ly

indignity

indispensable-y

infer 

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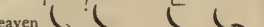
inscribe 

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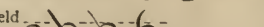
intelligence 

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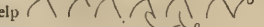
interrogatory 

is

J

January

Jr. (Junior)

jurisprudence

K

Kingdom

knew

knowledge

L

Language

large

legislature

length-y

long (*adj.*)

M

Malignant

manufactory

manufacture

manufacturer

Massachusetts

member

memoranda

memorandum

misdemeanor

mistake

Mr. (Mister)

mistook

movement

N

Neglect

never

nevertheless

new

New York

next

notwithstanding

November

now

number

O

O

ob'ject

object'

objection

observation

Oh

opinion

opportunity

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own

P

Parliament-ary

part

particular

peculiar

peculiarity

pecuniary

people

performance

perpendicular

perpendicularity

phonographer

phonographic

phonography

plaintiff

plenipotentiary
popular-ity
possible-y
practicable-y
practical-ly
practice
preliminary
prerogative
preservation
principal-le
privilege
probability
probable-y
proportion
public-sh

Q

Qualify
quarter
question

R

Recollect
recollection
recoverable
refer-ence
regular
regularity
religion
remark
remember
remembrance
represent-ative
representation
republic-sh
repugnant
responsibility
responsible-y
resurrection
Rev. (Reverend)
revolutionary
Roman Catholic

S

San Francisco
satisfaction
satisfactory
Savior
send
September
several
shall
should
signify
similar
similarity
singular
somewhat
southern
speak
special-ly

spoke
subject
subjection
suggestion
superficial-ly
surprise
swear
swift
swore
sympathy
system

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Thank-ed
that
the
their
them
there
these
thing
think
time
together
transubstantiation
truth

U

Understood
usual-ly

W

Was
wealth-y
well
were
what
when
where
which
whom
will
with
without
world
worth
would

Y

Year
yet
young
your
youth

WORDS THAT ARE WRITTEN OUT OF POSITION.

Advantage
altogether
another
any
do
for
found
gentleman
go
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held
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other
over
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send
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truth
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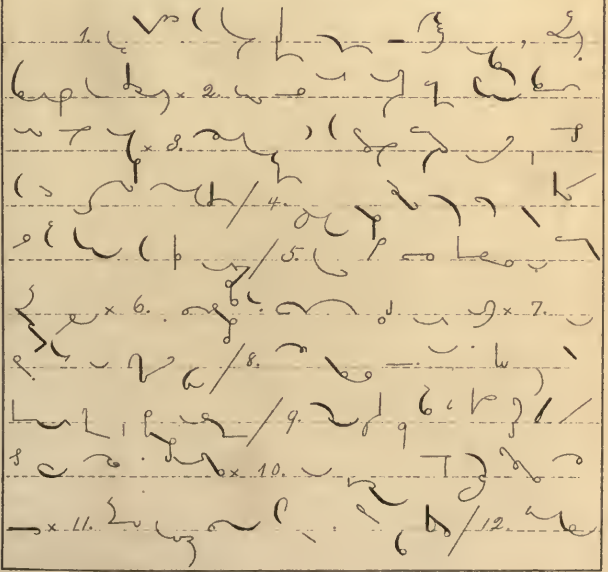
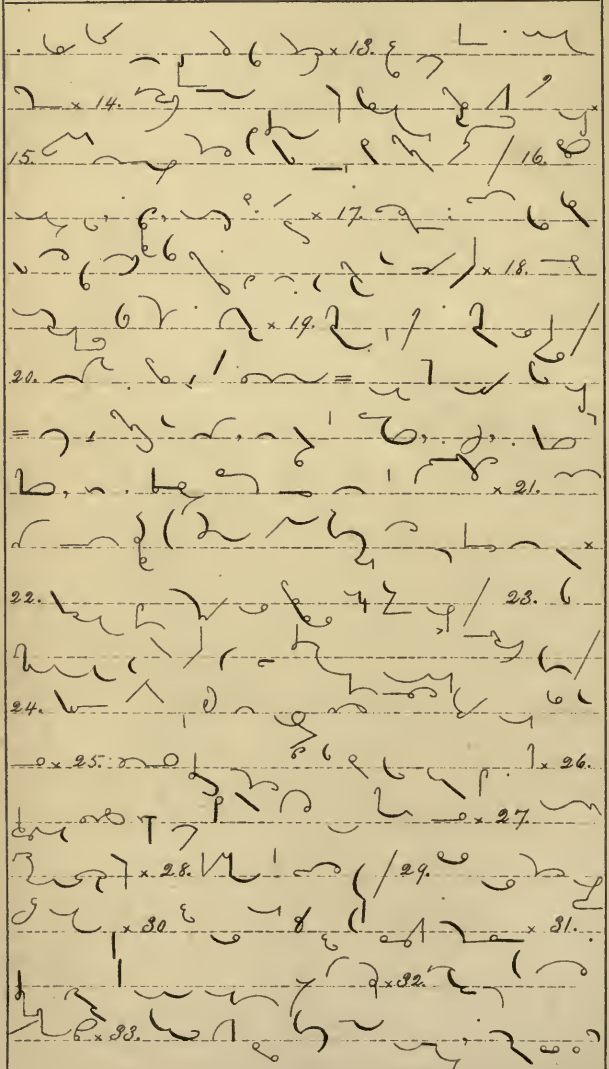
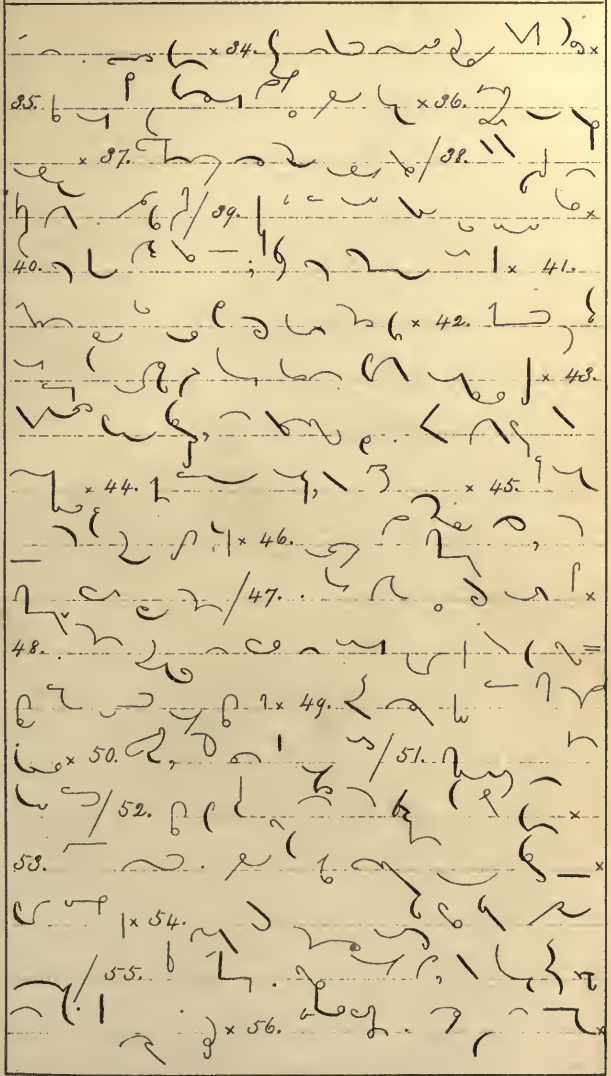
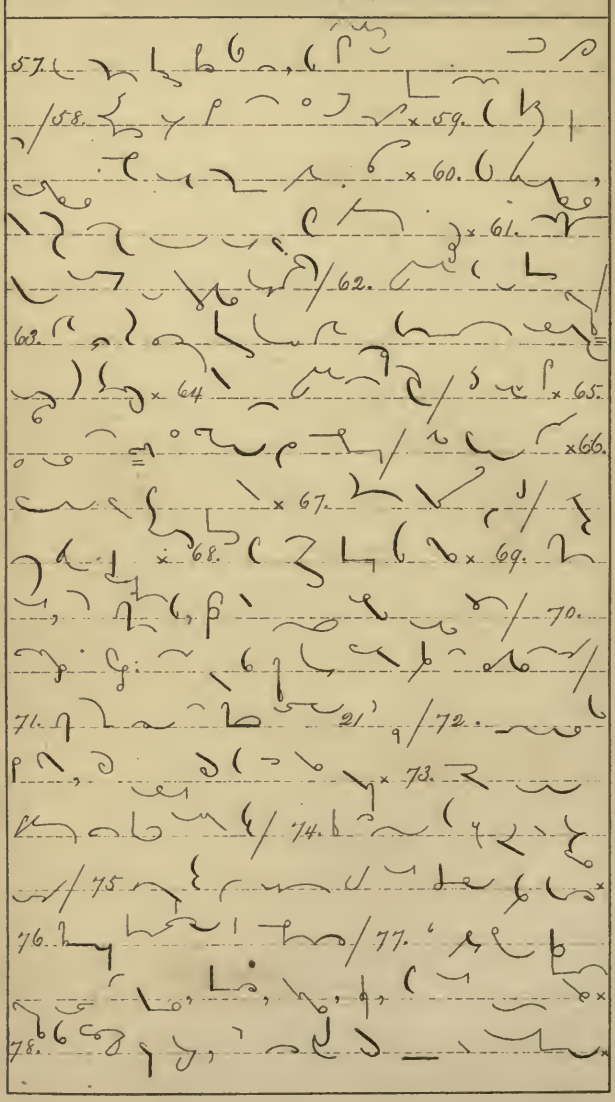
where
which

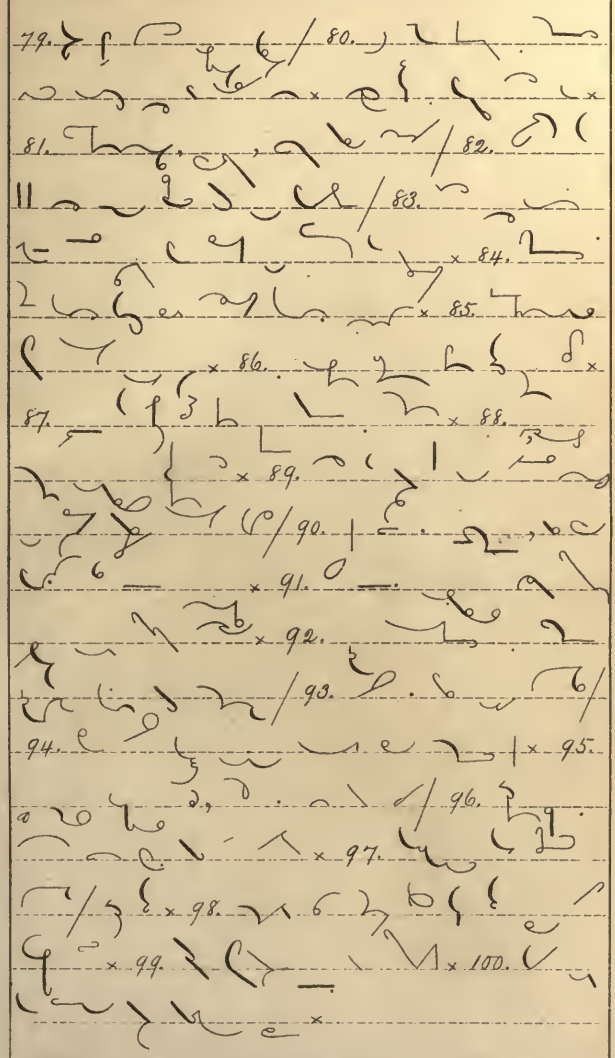
EXERCISES FOR PRACTICE ON THE PHRASES.







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PHRASEOGRAPHY.

INTRODUCTORY.

1. As applied to phonography, the term Phraseography is usually employed to denote the writing of two or more words by a single shorthand outline.

TWO KINDS OF PHRASES.

2. The Phrase-Signs of Practical Phonography may be divided into two general classes, viz.—

a. Those that are formed by simply joining together, without alteration, the ordinary outlines of words as they are written when standing alone, or the forms that are found in the Dictionary of Practical Phonography.

EXAMPLES:—About it, after they, as long, be good enough, can be seen, for many years after, how long was this, it is quite clear, where do they, which is nothing, etc.

b. Phrases that group together, by means of the stem-signs and the various hooks, modifications, circles, loops, etc., all the consonants of two or more words, without regard to the form of each individually. In such phrases a portion, and sometimes all, of the words lose, as it were, their identity or individuality of outline; although, as a rule, there is at least one word-form that stands intact, around which the others gather in a sort of verbal cluster.

EXAMPLES:—At all their own, among all their, are we able to, before or after, by their own, day after day, each one, for another, had therefore, I mean to have it, more than any other, was there anything said or done there, etc.

3. The phrases of the first class are, of course, the simplest in their construction, the words being joined one after another, very much as some longhand writers connect the words on each line of the paper.

4. But in the second class of phrases all of the elementary principles of Phonography are brought into service to

write the collections of consonant-sounds of phrases, very much as the same principles are used in writing the consonants of single words. That is to say, the briefest method of representing them is adopted that is consistent with both speed and legibility; no particular attention being paid to derivation and meaning, as they are abundantly able to take care of themselves, provided the outlines are sufficiently ample and are phonefically correct.

5. The older systems of phonography, with their tick and dash word-signs for several of the most frequent words of the language, are not nearly so well adapted to making phrases of the second class as is Practical Phonography; and, besides, their so-called Corresponding Style, in which the outline of the individual word is of paramount importance, tends to foster an anti-phrasing disposition and habit, which few writers are ever able to fully outgrow.

BRIEFEST OUTLINES NOT ALWAYS BEST.

6. It is not always best to write outlines in the very briefest way. If the abbreviating phrase-principles of Practical Phonography were applied in every instance where it was possible, the system would show a brevity that cannot be secured in any other system, except, perhaps, by the mutilation of outlines by a wholesale practice of curtailment or abbreviation, that is quite incompatible with legibility.

7. But experience has shown that it is better oftentimes, for the sake of distinction and ease of reading, to use a longer form than the briefest that the system provides.

DIVIDED PHRASE-SIGNS.

8. Although, usually, when we speak of a "phrase-sign," we mean a continuous, unbroken outline that is used to represent two or more words, yet the term is also sometimes applied with propriety to outlines that are broken or divided, either for the purpose of using proximity as a means of representation, or for some other special reason.

EXAMPLES:—A good deal, all of that, all of them, by the by, I am confident, etc.

9. As the expression *good deal* is almost always preceded by the article *a*, the phrase complete is *a good deal*, rather than simply *good deal*.

RULE OF POSITION IN PHRASES.

10. The general rule for the position of phrase-signs is that the outline of the *first* word should be written in the position it would occupy if standing alone.

EXAMPLES:—About it, by that, for such is not, he was said, near as possible, on the subject, this defence.

EXCEPTIONS.

11. When the word that commences the phrase belongs to the first position, and is written with a circle, loop, horizontal stem, or any half-length stem, if necessary to secure greater legibility—and especially when the second word *depends* upon its position for distinction—the first word may be raised or lowered, as the case may be, so as to allow the *second* word of the phrase to be written in the position it would occupy if standing alone.

EXAMPLES:—As good as, as soon as, as lately as, as little as, Honorable gentleman, Honorable gentlemen, on this, on these, young man, young men.

12. **Mr.**—The abbreviation *Mr.* (mister) may be written either in its own position or in the position of the outline that follows it.

EXAMPLES:—Mr. Chairman, Mr. President, Mr. Speaker.

13. With this exception, all outlines of the third position, when they commence phrases, are written in that position.

EXAMPLES:—Any better, begin again, could not be, in his absence, is it possible, is that true, is there nothing, is to be.

TICK-SIGNS AND BRIEF W AND Y.

14. The tick-signs and brief *w* and *y*, at the beginning of phrases, have no positions of their own, but follow those of the words with which they are joined.

EXAMPLES:—A great, a little, and as, and is, he shall, he should, I am, I have had, I may, I mean, I ought, I think, I think it is; we change, we charge, we did not, we do not, we had not, we saw, we say, we see, we wish, would do, would see, would they, you knew, you know, you mean, you might, you must.

15. But when a phrase is composed entirely of ticks, or ticks and brief *w* and *y* signs, the general rule should be observed, and the first word written in position.

EXAMPLES:—And a, and I, and the, I have a, I have the, he would, how would, who would.

THE DOT-LINES.

16. The horizontal dot-line, given in connection with some of the phrase-signs, represents the line of writing, or the ruling of writing-paper. As such a line, if it appeared with each outline, would interfere with its clearness, and would tend to create confusion, it has been omitted except where it was actually needed. Generally the first time a word is introduced as the initial one of a phrase, the dot-line is given, so that the position of any subsequent phrase beginning with that word may be ascertained by referring back to it. Thus, to determine how to write, as regards position, the phrase *after I saw him there*, look back to *after a*, by which it will be shown that *after*, as the commencing word of a phrase, should rest on the line.

17. In order, however, that such reference back, to ascertain the positions of words, may be as convenient and speedy as possible, the dot-line is given with the phrase-sign at the top of each column of the List.

HEAVY FACE LETTERS.

18. When a word in the List is printed in heavy or black face letters; it is a mark of reference, and means that under that word, in its proper alphabetic place, other phrases are given that may be joined to the phrase-sign that terminates with the reference word. Take, for instance, the phrase *how long* **after**—by turning to the word *after* we get such additional phrases as *how long after a, how long after he, how long after the time*, etc.

ILLUSTRATIVE EXAMPLES.

19. All of the EXAMPLES cited in this Introduction, and in subsequent portions of the book, not enclosed in brackets, thus—[before and], are taken from the List; and it is intended that each one of them shall be referred to and carefully studied, in connection with the rule or principle which it illustrates. The phrases in brackets are not to be found in the List, but are inserted as illustrations, to be formed in accordance with the rules under which they are given.

BALANCED PHRASE-SIGNS.

20. In the Preface to the Dictionary of Practical Phonography (page xxii.), brief mention is made of the principles of Motion-balance, as exemplified in certain word-outlines. The same principles apply, if possible, with even greater force to many of the phrase-outlines of this system of phonography.

21. If the writer is able to make quickly and with precision, and without special effort, a phrase-sign of several stems, struck in various directions, it is because the different hand-movements balance one against the other, so as to exert a restraining or controlling influence that prevents any one stroke from going astray. It is greatly owing to this balancing of hand-movements that stem-signs are quite frequently written more quickly than tick-signs.

EXAMPLES:—Did you sign your name, did you sign your own name, he may have done so, how do you manage, how long have you been there, how long have you been in this country, I am sure there was not, I suppose so, in the winter time, in your opinion, in your own name, once in a great while, it is quite clear, it seems to have been, very great extent, very soon thereafter, what else was said or done there.

DIFFICULT JUNCTIONS.

22. It is better generally to disjoin than to make phrase-outlines that contain difficult junctions. But occasionally speed is gained, and legibility not impaired, by including in a phrase-sign stems whose junctions require a little extra care in the writing.

EXAMPLES:—Little while after, long while after, that will be.

23. Occasionally when a phrase that contains slanting stems, extends an unusual distance below the line, the defect may be partially remedied by giving the inclined part of the outline an unusual slant.

EXAMPLES:—Any part of their, days afterward, depend upon thr, for the purpose of their own, took charge of their.

SPEED PRACTICE.

24. Besides their regular practice upon the phrase-signs of the List generally, learners should select, each for his own special drill, such outlines as to him seem unusually difficult.

For it must always be borne in mind that, before one can write phonography at a high speed and with ease, he must, from study and persevering practice, have become so familiar with the outlines of words and phrases, that the hand carries, out the intention, without requiring any special mental effort to be directed to the mere mechanical execution of the work.

SPECIALTY PHRASES.

25. Quite a large number of very useful phrases, to be employed in special branches of shorthand work, are given in the List, of which the following are illustrations:

EXAMPLES:

Legislative:—At the last session, at the next session, last session, legislative session, read the second time, read the third time, recent session, Senate resolution, short session, special session, Ways and Means.

Church:—Almighty Father, Catholic Bishop, Child of God, Children of Israel, Christian brother, Church and State, Church of England, Church of God, Church of Rome, Episcopal Church, eternal life, future state, Holy Ghost, Lord and Saviour Jesus Christ, Methodist Church, New Testament, Old and New Testament, Old Testament, Presbyterian Church, St. Paul, St. Peter, Saviour of the World, Spirit-World, Sunday School, True God, words of my text.

Land office:—Northeast quarter, northwest quarter, southwest quarter, quarter section.

TWO SIGNS FOR ONE PHRASE.

26. In a number of instances, two phrase-outlines are given for a single phrase. This is done in connection with phrases where there is some doubt as to which of two forms is the best; and also in the case of very brief outlines that might not be quite as legible, especially in matter that is unusually technical, involved or intricate, as the longer forms.

PHRASES CONTAINING LAW AND OTHER PECULIAR TERMS.

27. A considerable number, also, of phrases are given, that are made up, in whole or in part, of words and expressions peculiar to the Law, and of Latin and French terms in common use. The reporter will find these very useful in his practice; for, once having become familiar with them as

well as their signs in the List, he will be prepared, when they are suddenly sprung upon him while taking notes, to record them accurately and with intelligence.

28. In order that the phonographer's means of information on this point may be complete—and especially for the convenience of those who reside at a distance from Courts and public libraries—a separate list of these phrases, with their definitions, is given at the end of the book.

WORD-FORMS CHANGED IN PHRASES.

29. Sometimes, when incorporated in phrase-signs, for the purpose of securing easy junctions, words are written with outlines that would not be safe or allowable if they were standing alone. Such changed outlines are generally mere variations of the full consonant word forms; but sometimes they are abbreviations adapted specially to the phrase or phrases in which they occur.

EXAMPLES:—After business hours, any statement, can you state, eternal life, for instance, for the purpose, in full, in like, in March, it appears, learned counsel, look like, must tell, North America, party of the first part, Presbyterian Church, Senate resolution, stand still, what do you mean to be understood.

30. Several other similar words are more fully explained in the alphabetic list further on.

LOOP SIGNS.

31. The use in phrases of the loop-signs—both detached and joined—to represent words, is peculiar to, and is one of the important features of improvement of, Practical Phonography.

EXAMPLES:—As it, as it is, as it were, as long as there is, as the, as to, as well as their, has therefore, is it, is it as the, is there, or is there, business there, unless there, [book store, shoe store].

FROM SIGNS TO PHRASES.

32. The various hooks, modifications, circles, etc., of Practical Phonography, are used in phrase-writing to represent words, as indicated by the following statement:

THE INITIAL HOOKS.

33. **L-hook.**—The *l*-hook is used to write *all* or *will*.

EXAMPLES:—At all, it will, for all, you will.

34. **R-hook.**—The *r*-hook is used to write *are, our,* or *or.*

EXAMPLES:—What are, they are, by our, can our, at or, on our, in or.

35. **Way-hook.**—The Way-hook is used to write *we*

EXAMPLES:—But we, ought we, can we, do we.

36. The Way-hook is also used in combination with the *n*-hook and the *s* and *ens* circles, to write *one, was* and *once.*

EXAMPLES:—At one, each one, where one, it was, what was, at once.

37. **Yay-hook.**—The Yay-hook is used to write *you* or *your.*

EXAMPLES:—At your, can your, what you-r, which you, did you.

THE FINAL HOOKS.

38. **F** or **V hook.**—The *f* or *v* hook is used to write *have* or *of.*

EXAMPLES:—Could have, to have, out of, we have, they have, know of.

39. **N-hook.**—The *n*-hook is used to write *an, and, own, been, than* or *one.*

EXAMPLES:—At an, for an, what an, of an, you and, your own, our own, have been, more than, every one, some one.

40. A small *n*-hook turned on the inside of the *ter*-hook, and of the *v*-hook on curves, is also used to write *been, than* or *own.*

EXAMPLES:—They have been, better than, but their own, we have been, rather than, had there been.

41. **Ther-hook.**—The *ther*-hook is used to write *there, their, other* or *they are.*

EXAMPLES:—Can there, do their, which thr, each other, were there, to their, at their, by thr.

THE MODIFICATIONS.

42. **Lengthening Principle.**—The *Lengthening Principle,* applied to all curved stems, and to straight stems with final-hooks, is used to write *there, their, other* or *they are.*

EXAMPLES:—Have thr, in their, if thr, if they are, in other, done there, before thr, been thr, had he been there, have been there, than thr.

43. The *Lengthening Principle*, in combination with the *f*-hook is also used to write *after*.

EXAMPLES:—Day after, before or after, year after year, week after, Monday afternoon, etc.

44. The *Lengthening Principle*, in combination with the *n*-hook, is also used to write *another*.

EXAMPLES:—By another, at another, if another, him another, from another, with another, in another of another, on another, should another.

45. **Halving Principle.**—The *Halving Principle* is used to write *the*, *it*, *had* or *to*.

EXAMPLES:—At the, to the, on the, of the, of it, were it he had, we had, you had, able to, ought to, so to speak.

46. The *Halving Principle*, in combination with the *n*-hook, is used to write *not*.

EXAMPLES:—Be not, I cannot, I could not, will not, ought not, may not, were not.

47. The *Halving Principle*, in combination with the *s*-circle, is used to write *its*.

EXAMPLES:—By its, of its, on its, when its.

THE CIRCLES.

48. **Small Circle.**—The *s*-circle is used to write *as*, *has*, *is*, *his*, or *us*.

EXAMPLES:—As a rule, as good as, as far as, as fast as, but as, in as much as.

49. A loop at the end of a word may frequently be changed to an *s*-circle, when necessary to secure an easy junction with the succeeding word.

EXAMPLES:—First rate, first time, for the last time, must have, next time.

50. **Large Circle.**—The *ss*-circle is used to write *as his*, *as is*, *as has*, *has as*, *has his*, *his is*, *is as*, or *his is*.

51. The large circle is also used to combine the *s*-circle words with the *s*-circle at the beginning or end of words.

EXAMPLES:—As soon as, as such, it is said, this has been.

52. It is also occasionally employed to write two words, the first of which ends, and the second begins with an *s* or *z* sound.

EXAMPLES:—It was said, this speech, those circumstances, whose signature, witness stand.

THE LOOPS.

53. **Small loop.**—The *st*-loop is used to add *to, it* or *the* to the small circle.

EXAMPLES:—How is it, how is the, it is the, that is the, thinks the, what has the, when is it, that is to say, is to, is the, has it.

54. **Large loop.**—The *str*-loop is used to add *there, their* or *they are* to the small circle, and sometimes *store* to stems with simple endings.

EXAMPLES:—It is thr, that is thr, thinks thr, what has thr, when is thr, as there, is there; [book store, B^3-Kstr, clothing store, Kl-DH^2-NGstr].

THE CURLS.

55. **N-curl.**—The *n*-curl is used as follows:

a. Initially, to represent *in.*

EXAMPLES:—In some, in some cases.

b. Finally, after the *str*-loop *only*, to represent *than.*

EXAMPLE:—Faster than.

TICK SIGNS.

56. **Tick-signs** are used to represent *a, an, and, he, I, the, ing-a* and *ing-the.*

EXAMPLES:—A man, about a, after an, sum and substance, he can, I am, under the, astonishing a, astonishing the.

PROXIMITY.

57. **Proximity** is used to indicate *com, con, of* and *of-com* or *of con*

BRIEF W AND Y.

58. **Brief-w** is used to represent *we* and *would.*

EXAMPLES:—We ought, if we, it would, would they.

59. **Brief-y** is used to represent *you* and *your.*

EXAMPLES:—You think, after you-r, in your.

MODE OF WRITING BRIEF W AND Y.

60. When the brief signs for *w* and *y* are used at the *end* of phrases, brief-*w* is turned with its opening, or hollow side, either to the right or to the left, and brief *y*, with its opening either upward or downward, according to which direction gives the easiest junction with the preceding stem.

61. Thus, when joined finally to stems with simple terminations—that is without final hooks, circles, or loops—

a. Brief-*w* is turned with its opening to the right, after the stems Pee, Bee, Kay, Gay, Ef, Vee, Ith, Dhee, Em, En, Ing, Lee, El, Ree, Yay and Hay; to the left, after the stems Chay, Jay, Ess, Zee, Ish, Zhee, Er and Way; and either to the right or left, after the stems Tee and Dee—preference being given to the latter direction.

b. Brief-*y* is turned with its opening downward, after the stems Pee, Bee, Tee, Dee, Chay, Jay, Ith, Dhee, Ess, Zee, Em, Lee, El, Er, Way, Yay and Hay; upward after the stems Ef, Vec, En, Ing and Ree; and either downward or upward, after the stems Kay and Gay—preference being given to the latter direction.

EXAMPLES:—After we, ever we, how will we, I believe we, may we, that we, what were we, where were we, yet we, you would, what would, when would, why we, shall we, about you, from you, how you, I believe you, may you, or you, tell you, thank you, that you, when you-r, whether you-r, yet you, will you, with you, you say you, after you, among you-r, ask you, ever you, for you, have you, I beg you, if you-r, in your, what were you.

62. When a brief *w* or *y* is written between two stems, it should be turned so as to make the best formed outline; and in doing this, it must be turned with reference to a good junction with the stem that follows, rather than with the one that precedes it.

EXAMPLES:—After you were, have you many, how long have you lived, if you must, when we think, will you be.

63. When a brief sign is joined to a final hook, it is written with a movement similar to that with which the hook was made.

EXAMPLES:—Before you, out of your, then you, then you say, what have you, what have you been.

64. When a brief sign is joined to a circle, it continues in the direction of the circle.

EXAMPLES:—As far as you, as long as you, knows you, what makes you, as soon as you, how is your, so far as you know.

65. When a phrase-sign is composed of the stem Way and brief-*w*, or of the stem Yay and brief-*y*, it is better in all cases to write the stem-sign first.

EXAMPLES:—We would, would we, yet you-r, [you your].

FROM WORDS TO PHRASES.

66. **A**, in phrases, is written as follows:

Initially—

By a tick struck invariably in the direction of the stem Pee.

EXAMPLES:—A great, a most, a short time ago.

Finally and medially—

By a tick struck in the direction of Pee, Chay or Ree, according to which gives the best junction.

EXAMPLES:—After a, among a, and a, earn a, even a, into a, thinks a, within a, in a clear, in a moment, many a man.

67. When the tick-sign would make an obtuse angle at the junction, it is better to disjoin and use the dot.

68. See Note under **Ing-a—ing-the.**

69, **A, an** and **the.**—When standing alone, the articles *a*, *an* and *the* are written with a light dot, and are distinguished by writing them equi-distant apart, placing *an* the height of the stem Tee above the line, *a* just above the line, and *the* a little below the line.

70. So far as the articles *a* and *an* themselves are concerned, there would be no danger of confusion if both were written in the same position; but as *a* always indicates that the next word begins with a consonant-sound, and *an* that it begins with a vowel, it adds to certainty in reading to have the signs distinguished as mentioned above. And, besides, the rule of position is observed in respect to them.

71. But, on the other hand, as *the* and *a* would be constantly conflicting if not properly distinguished, care should always be taken to distinctly write *the* below the line and *a* above the line, even if *a* should encroach a little upon the place of *an*, with which, as we have seen, it cannot conflict.

72. It is because *a* and *an* are not liable to conflict, that we may write both with the same tick-sign.

73. In a few phrases of distinct individuality, the article *a* may be omitted.

EXAMPLES:—Once in a great while, to a certain extent, year and a half.

74. **Absence.** when joined to a preceding word, should always have its initial vowel inserted, to prevent its conflicting with *business*.

EXAMPLES:—In his absence, in his business.

75. **After,** in phrases, is written as follows:

Initially—

By the stem Fetter.

EXAMPLES:—After a, after he left, after me, after they had, after we.

Finally and medially—

a. By the *f*-hook and Lengthening Principle combined.

EXAMPLES:—Before or after, day after day, day after to-morrow, week after, week after week, year after year.

b. By the stem Fetter.

EXAMPLES:—Days after, just after, little while after, long time after, months after, weeks after.

76. **All,** in phrases, is written as follows:

Initially—

By the stem Lee.

EXAMPLES:—All classes, all directions, all have, all our, all such.

Finally and medially—

a. By the *l*-hook.

EXAMPLES:—At all, by all, can all, for all, that was all, at all events, by all thr.

b. By the stems El and Lee.

EXAMPLES:—After all, that is about all, that is all, we all.

77. The *l*-hook should seldom be used for *all* after words that take the same hook for *will*. Thus, the stem DHel is used for (*they will*) and *them all*, but not for *they all*.

78. **An,** in phrases, is written as follows:

Initially—

By a tick struck invariably in the direction of the stem Pee.

EXAMPLES:—[An alarming, an emergency, an important, an impression.]

Finally and medially—

a. By a tick struck in the direction of Pee, Chay or Ree, according to which gives the best junction.

EXAMPLES:—After an, miss an, is an, were an.

b. By the *n*-hook.

EXAMPLES:—At an, by an, for an, if an, of an, on an, or an, such an, half an hour.

79. **And,** in phrases, is written as follows:

Initially—

By a tick struck *invariably* in the direction of the stem Pee.

EXAMPLES :—And a, and as, and as thr, and that, and the, and this, and yet.

Finally and medially—

a. By a tick struck in the direction of Pee, Chay or Ree, according to which gives the best junction.

EXAMPLES :—[Before and], before and behind, now and then, [short and], short and clear, sum and substance.

b. By the *n*-hook.

EXAMPLES :—Him and, that and, you and, by and by, off and on, over and above, up and down.

80. When *and* occurs between repeated words its sign may generally be omitted.

EXAMPLES :—Again and again, for ever and ever, more and more, years and years.

81. **Another,** in phrases, is written as follows:

Initially—

By lengthened En in the first position (Enther[1]).

EXAMPLES :—Another affair, another day, another point.

Finally and medially—

a. By the *n*-hook and Lengthening Principle combined.

EXAMPLES :—At another, but another, in another, of another, such another, at another time, in another manner.

b. Occasionally by lengthened En.

EXAMPLES :—Before another, I have another.

82. **Another—any other—no other.**—The outlines of *another*, *any other* and *no other* may be distinguished when necessary as follows: *Another* is joined freely in phrases without vocalization; *any other* is disjoined and written in the third position, and *no other* may be joined to a preceding word, but the vowel ŏ should generally be inserted.

EXAMPLES :—Before another, before any other, before no other, for no other purpose, they have no other.

83. **An't.**—See Note under **Can't.**

84. **Any body** and **any one** should always be disjoined and written in the third position.

EXAMPLES :—Was there any body, was there any one.

85. **Any—no.**—When standing alone or commencing a phrase, *any* is written in the third position, instead of the second position, so as to avoid conflict with *no*. But when joined to preceding words, of course, no such distinction can be shown. And, although there is no rule covering all the

cases, in practice the following course respecting these words seems to be the most natural:

a. After *in*—join *any*, but not *no*.

EXAMPLE:—In any case.

b. After *there is*—join *no*, but not *any*.

EXAMPLES:—There is no, think there is no, while there is no, yet there is no.

c. When the context will tell which word is intended, either may be joined.

EXAMPLES:—More than any, whether or no, yes or no.

86. The phrases *any other* and *no other*, in some respects, do not come under the same rules as *any* and *no*. See Note under **Another—any other—no other.**

87. **Any other.** See Note under **Another—any other—no other.**

88. **Anything** may be joined freely in any part of a phrase.

EXAMPLES:—Anything about, did you have anything, if there is anything, was there anything said or done there.

89. **Are,** in phrases, is written as follows:

Initially—

By the stem Ree.

EXAMPLES:—Are a, are all, are as, are of, are the, are there, are we, are you.

Finally and medially—

a. By the *r*-hook.

EXAMPLES:—All are, each are, how are, such are, that are, they are able to, they are not, we are satisfied, what are you, where are they, which are likely, why are you, you are acquainted.

b. With preceding *they*, - by the *thr*-hook—by the lengthening principle, and by the large loop.

EXAMPLES:—For which they are, so they are, that they are, think they are, since they are, unless they are.

3. By the stem Er.

EXAMPLES:—Than there are, there are, those are.

90. **Are—were.**—When *are* (Ree) begins a phrase, and especially if it have a large initial hook (as in *are we, are you*), it should be written decidedly above the line, so that it will not be mistaken under any circumstances for *were*. An additional safeguard against the confusion of

these words may be had by writing the *were* signs so that they will lap a little down over the line.

91. These suggestions in regard to *are* and *were* are intended for writers who find it difficult to strike at all times the exact position of outlines. Those who write with precision will have no need of a greater distinction than the simple difference between the first and second positions, without any exaggeration of them.

92. *Are*, joined to a preceding word, must never be written with Ree, because it will conflict with *were*. See Note under **Were**.

93. **As**, either alone or in phrases, is generally written with the *s*-circle.

EXAMPLES:—As early as, as far as, as fast as, as for, as long as, as much, but as, do as, or as, such as.

94. Sometimes, however, *as* is included in a large circle or in a loop.

EXAMPLES:—And as there has, as has, as is usual, as it were, as long as it, as long as thr, as such.

95. At the beginning of phrases, *as* follows the position of the second word, if it has a stem outline.

EXAMPLES:—As did, as do, as for, as if, as good as, as great, as long as, as soon as.

96. But if the phrase-outline has no stem-sign, *as*, following the general rule, is written in the first position. See Note under **Is.**

EXAMPLES:—As has, as his, as I, as is, as it, as the, as to, [as thr].

97. **At some time—at the same time.**—It is well to write the word *at*, in the first of these phrases, a little longer than the stem Tee, and *at the* in the second, quite short, so that, in rapid writing, the phrases will never conflict.

98. **Autumn—time.**—See Note under **Time—autumn.**

99. **Bank note—bank account.**—The stem Kay is omitted from the outline of *bank note* to avoid the possibility of its phrase-sign being mistaken for *bank account.*

100. **Been**, in phrases, is written as follows:

Initially—

By the stem Ben^3.

EXAMPLES:—Been a, been the, been thr.

Finally and medially—

a By the stem Ben.

EXAMPLES:—Had been done, it has been found, long has been, ought to have been, that had been, what have you been.

b. By the *n*-hook on stems.

EXAMPLES:—Have been, having been, how long have you been in this country, may not have been, that has ever been.

c. By the *n*-hook turned on the inside of large final hooks.

EXAMPLES:—All have been, had there been, may as well have been, may have been, or have been, should never have been, that have been, we have been.

101. **Belong—believe.**—When *belong* is joined to a preceding stem it should be written in full, because its abbreviation (Bel), in such case, would conflict with *believe.*

EXAMPLES:—Do you belong, do you believe.

102. **Bill,** in phrases, may be written with either Bee-El or Bee-Lee, according to which makes the most convenient outline.

EXAMPLES:—Bill of Exchange, bill of particulars, bill of sale.

103 And occasionally the stem Bel may be used.

EXAMPLE:—True bill.

104. **Can—could.**—*Can* may be joined freely in any part of a phrase. But *could*, written with its abbreviation (Kay), should never be joined except when it commences a phrase, or when it immediately follows a tick or brief *w* or *y* sign, which begins the phrase. If written with the stem Ked, *could* may occasionally be joined with advantage to a preceding stem.

EXAMPLES:—Can all, can be seen, can ever, can have, can never, can there be, he can, he can not, I can, it can be said, we can, what can it.

He could, I could, we could, we could not remember, you could, you could have, you could state; who could.

105. **Can't—couldn't—didn't—don't—hadn't—haven't—shouldn't—an't.**—*Can't, couldn't, didn't, don't, hadn't, haven't* and *shouldn't*, abbreviated forms of the expressions *can not, could not, did not, do not, had not, have not* and *should not* respectively, though seldom used in dignified and

formal delivery, are very frequently met with in colloquial speech. They are heard constantly in the examination of witnesses, and even judges, either from catching the contagion, or from attempting to make themselves more easily understood by the use of simple or homely language, introduce them in their charges to juries.

106. Yet in phonography, although it might be done, it is not found convenient in practice to distinguish, by difference of outline, between the full and the contracted forms of these words; and *can not* and *can't* are both written with the stem Kent[1], *could not* and *couldn't* with Kent[3], etc.; it being left to the memory or the judgment of the writer to afterwards determine which form of expression was actually employed.

107. However, from careful observation of the usage, in this respect, of public speakers, and especially of witnesses and examining counsel in court, the following general conclusions have been arrived at:

a. The abbreviations *can't, couldn't*, etc., are more commonly used in the taking of testimony than in set speeches.

b In questions and answers they are generally used at the beginning of sentences, or at least when other words follow in the same sentence.

c. Standing alone, or at the end of sentences, the full forms, *can not, could not*, etc., are more generally heard.

EXAMPLES:—*Q. Can't* you narrate the conversation? *A. I can not. Q.* If you *can't* give the words, then give the substance. *A.* I *couldn't* answer your former question, and I *can't* answer this. *Q.* Tell me if you *didn't* have another interview with the defendant? *A.* I *did not.* The reason I *didn't* have a second interview was because I *hadn't* an opportunity. *Q.* Should you think you were called upon to interfere? *A.* I *should not.* Under such circumstances I *shouldn't* think any one would be.

108. The foregoing statement is by no means an infallible guide in regard to the use or non-use of these abbreviations. In very rapid and excited examinations, and especially if the manner is angry or petulant, they are almost always employed. Therefore, if the writer desires to make a distinction between the two forms, it may be done, not by changing the outlines, but by using the apostrophe, as is done in ordinary

print, in connection with the abbreviations, but placing it *under* instead of *over* the characters.

109. Occasionally the reporter hears the expression *an't*, a colloquial contraction of *am not*, or *are not*, as in the phrases *I an't*, we *an't*, and by analogy, of *is not* in *he an't*. As this contraction has lost all phonetic connection with its originals, it is written as an independent word, with the stem Net vocalized with ā.

110. **Charge—change.**—*Charge*, written with its abbreviation (Chay), may be joined in any part of a phrase. But *change*, when joined to a preceding stem, should be written with its full outline (CH-N-J).

EXAMPLES:—Charge of anything, to charge, took charge, took charge of their.

111. **Com—con.**—In this List all phrases commencing with either *com-* or *con-* have the dot-sign inserted, but, in practice, when the phrase does not begin a paragraph, line or sentence, the dot is generally ommitted and the prefix indicated by writing the rest of the outline near the outline of the next preceding word. This is called "Indication by Proximity."

EXAMPLES:—In communication, in conclusion, be consistent.

112. In a few instances the prefix is neither written nor indicated, the rest of the outline being joined to the preceding word.

EXAMPLES:—In consequence, in consideration, on the contrary.

113. If the next preceding word is *of*, itself indicated by proximity, the dot-sign for *com-* or *con-* is used.

EXAMPLE:—Mode of combination.

114. In practice, however, the dot may with safety be omitted, even in such cases—both *of* and *com-* (or *con-*) being indicated by the same proximity.

115. If the next preceding word is *to* or *too*, in most cases the remainder of the outline, from which *com* or *con* is omitted, may be written in the fourth position to indicate the *to* or and close to the outline of the word preceding the *to* or *too*, to indicate the *com-*, etc.; as in the sentences, "He asked them to complain"—H^{2} S^{1}-Kt DH:Pln^{4}; "They were ready to combine"—DH^{2}-*R* R^{2}-D:Bn^{4}; "That evidence was too conflicting"—DH^{1} Vd^{2}-Ns Z^{1}:Fl^{4}-K-T-NG.

116. **Could.**—See note under **Can—could.**

117. **Couldn't.**—See Note under **Can't.**

118. **Date—day.**—The outline for *date* should always be made quite short, so that it will never be mistaken for the word *day*.

EXAMPLES:—On the date, on the day, this date, this day.

119. **Did.**—See note under **Had—do—did.**

120. **Didn't.**—See Note under **Can't.**

121. **Do.**—See note under **Had—do—did.**

122. **Don't.**—See Note under **Can't.**

123. **Else—less.**—Where standing alone *else* is vocalized to distinguish it from *less*. But in phrases the words are distinguished, where necessary, by writing *else* downward and *less* upward.

EXAMPLES:—Anything else—anything less, little else—little less, nothing else—nothing less.

124. **Ever—have.**—*Ever* (except as a suffix) is always written with its abbreviation, the stem Vee. It cannot be written with the *v*-hook without danger of its conflicting with *have*.

EXAMPLES:—Did he ever—did he have, do you ever—do you have, more than ever, was he ever, we ever—we have, you ever—you have.

125. **Extent,** joined to a preceding stem, may generally be abbreviated to Stent.

EXAMPLES:—Certain extent, to a certain extent, very great extent.

126. **Far.**—The usual sign for *far*, in phrases, is its dictionary form, Ef-Er; but occasionally the stem Fer is used, as being more convenient.

EXAMPLES:—As far as, as far as they, so far as.

127. **Found—find.**—If these words, unvocalized, were written in the same position, they would frequently conflict. Therefore, although the diphthong of each belongs to the first place, *found* is arbitrarily assigned to the third position. *Found* should not be joined to a preceding stem; except that after *have* it may be so joined.

EXAMPLES:—I find—I found, we find—we found, you find—you found, I have found.

128. **From—to.**—When *from* is followed by a word that is repeated with only the preposition *to* intervening, both *from*

and *to* may be omitted, and the two forms of the repeated word written close together to represent the entire phrase.

EXAMPLES:—From day to day, from hour to hour, from place to place, from week to week.

129. Occasionally the forms of the repeated word are joined together.

EXAMPLES:—From generation to generation, from house to house, from time to time.

130. **Give.**—When *give* is joined to a preceding stem, or is written in the fourth position, it should have its vowel ĭ inserted.

EXAMPLES:—Did you give, [to give].

131. **Had,** in phrases, is written both with the stem Dee and with the Halving Principle.

EXAMPLES:—Had a, had the, had thr, had we, had had, have had, he had, I had, there had.

132. **Had—do—did.**—*Had* and *do* (both written with the stem Dee) may be joined freely in any part of a phrase. Though, if any conflict should arise, *do* should be disjoined rather than *had*. But *did*, written with its abbreviation (Dee), should never be joined except at the beginning of a phrase, or when it immediately follows a tick or brief *w* or *y* sign, which commences the phrase. If written with the stem Ded, *did* may occasionally be joined with advantage to a preceding stem.

EXAMPLES:—Had a, had been, had or not, had we gone there, he may have had; do believe, do these, do we do, how do you do, I can do, it will not do, what do you, what had you, when do you (*or* had you); what did you; they did, where did you.

133. **Hadn't.**—See Note under **Can't.**

134. **Has,** either alone or in phrases, is generally written with the *s*-circle.

EXAMPLES:—Has a, has done, has not; he has, it has.

135. Sometimes, however, *has* is included in a large circle or in a loop.

EXAMPLES:—Has his, has it not, has thr, has to, he has said, this has, this has been.

136. **Have,** in phrases, is written as follows:

Initially—

By the stem Vee.

EXAMPLES :—Have a, have an, have another, have done, have seen, have the, have thr.

Finally and medially—

a. By the *v*-hook.

EXAMPLES :—Can have, he have, I have, to have, should have, we have, you have, can have their, did you have anything to say, I have seen, you have noticed.

b. Occasionally by the stem Vee.

EXAMPLES :—Does he not have, how long have, I mean to have, there may not have been.

137. **Have been—have been thr.**—The phrase *have been*, after curves, is generally best written by the *v*-hook with the *n*-hook turned inside. But *have been thr* should be written, in such cases, by the *v*-hook and the stem Benthr.

EXAMPLES :—May have been, may have been thr, they have been, they have been thr.

138. But if the stem Benthr will not join to the *v*-hook, the hook should be omitted and the words *have been thr* added by the stem Venthr.

EXAMPLES :—Shall have been, shall have been thr, should have been, should have been thr.

139. **Haven't.**—See Note under **Can't.**

140. **He,** in phrases, is written as follows:

Initially—

a. Generally by the stem Hay.

EXAMPLES :—He and, he called, he had, he is not, he was, he was thr.

b. Sometimes by a perpendicular or horizontal tick.

EXAMPLES :—He can, he cannot, he change, he could, he do, he ever, he give, he ought, he shall.

Finally and medially—

a. Generally by the stem Hay.

EXAMPLES :—After he, did he, did he ever, how long had he been there.

b. Rarely by the *h*-tick.

EXAMPLES :—If he, if he can.

141. **He-tick.**—It is possible to write *he* with the *h*-tick before each of the simple stems Tee, Dee, Chay, Jay, Kay, Gay, Ef, Vee, Ith, Dhee, Ish, Zhee, Lee, El, Er, Em, Way, Yay and Hay; but it should be employed with caution. And when *he* is so written, great care should be taken to always

strike the tick in an exactly horizontal or perpendicular direction, so that it will not conflict with the tick for *I*.

EXAMPLES:—If he can, if I can.

142. Before Ish or Zhee, however, there is no danger of such conflict, because the ticks are written on opposite sides of the stem.

EXAMPLES:—He shall—I shall, he should—I should, [he usually—I usually].

143. **He'll—I'll—she'll—they'll—we'll—you'll.**—These contractions for *he will, I will*, etc , which occur principally in poetry, may be marked, when necessary, by placing the apostrophe over the outline of the full expressions, *he will, I will, she will* etc.

144. **Him—me.**—When standing alone, *him* is distinguished from *me* in two ways,—by the heavier shading of the stem Hay, and by arbitrarily placing the sign for *him* in the second position instead of the third. But when these words are joined to preceding outlines the distinction by difference of position cannot, of course, be shown. Therefore those writers who are not sufficiently exact in their phonographic penmanship to be able at all times to make with exactness the difference in shading between the stems Em and Hay, should always vocalize *me*, if they connect it with the preceding word, or they should disjoin and write it in the third position, without inserting its vowel.

EXAMPLES:—After him—after me, call me, she told me, who told him—who told me.

145. **His,** either alone or in phrases, is generally written with the *s*-circle.

EXAMPLES:—His own, above his, after his, among all his, of his own accord, on his account, to his, upon his.

146. Sometimes, however, *his* is included in a large circle or in a loop.

EXAMPLES:—As his, does his, has his, in his speech, is his, since his.

147. **I.**—The pronoun *I* is always written with a short tick, slanting invariably to the right, and struck either upward with the inclination of Ree, or downward with the inclination of Chay—according to which direction gives the best junction with the stem to which the tick is joined.

EXAMPLES:—I am, I do, I fail, I hope, I know, I may, I remark, I say, I shall, I think, I understand, I used, I was, I wish, I would; I agree, I believe that, I call, I trust; I said, I sent, I speak, I stand; and I am, and I think, as I am, as I think; am I not, ever I, how I, if I, that I, whether I; because I, says I, since I.

EXCEPTIONS.

148. Before *can, could, cannot,* and *could not,* the upward tick is used, although the downward direction would give a better junction. This is done to avoid conflict, in rapid writing, between the phrases *I can* and *I am, I cannot* and *I am not, I could not* and *I mean to.*

149. In such cases the tick may be struck upward almost perpendicularly, so as to secure a sharper angle with the Kay.

EXAMPLES:—I can, I cannot, I could, I could not.

150. The habit formed, from the frequent recurrence of these phrase-forms, of writing I before Kay with the upward tick, makes it more convenient to extend the practice to other words whose outlines began with Kay.

EXAMPLE:—I expect.

151. When standing alone, or only preceded by a tick or circle, *I* is always struck upward.

152. **I have—I will.**—The phrase *I have* is written with the downward tick and *v*-hook, and *I will* with the upward tick and *l*-hook; and if care be taken to always write the downward form with the slant of the stem Chev, and the upward form with the slant of the stem Reel, and to make the hooks shorter than the tick portions, *I have* and *I will* can never conflict.

153. But if in rapid work the writer experiences any difficulty in making these distinctions, he may write *I have* as above directed, and use the duplicate form of the List, Lee with the initial downward *I* tick, for *I will.* If, however, *I will* is joined to the stem that follows it, the upward tick form should be employed.

EXAMPLES:—I will, I will be, I will have, I will not, I will not be.

CAUTION.

154. *I* must never be written with a tick slanting in the direction of Pee. And particular care should be had not to use the full diphthong-sign for this pronoun, because of its

too close resemblance to the brief-*y* for *you*, in such phrases as *you did, you do, you should, you think*, etc.

155. **I think — until.** — See Note under **Until—I think.**

156. **Ill** is never joined in phrases, because of its liability to conflict with *well*. See Note under **Well.**

157. **I'll.**—See Note under **He'll.**

158. **In,** whether standing alone or joined in phrases, is almost invariably written with the stem En.

159. In a few phrases it is written with the *n*-hook; but it would be unsafe to extend the practice beyond the illustrations found in this List. It is not intended as a rule.

EXAMPLES:—Bear in mind, bearing in mind.

160. *In* is also sometimes written initially with the *in*-curl.

EXAMPLES:—In some, in some respects, in some way.

161. **In re-.**—Generally, when a word commencing with *re-* is preceded by the preposition *in*, the *in* and *re* may be written with the stem Ner[3].

EXAMPLES:—In receipt, in regard, in return.

EXCEPTIONS:—In reference, in relating, in relation.

162. **Indeed—no doubt.**—The word *indeed*, if joined unvocalized to a preceding stem, would frequently conflict with *no doubt*. It should, therefore, be either disjoined and written in position, or, if joined, have its final vowel, ē, inserted.

EXAMPLES:—It is indeed, it is no doubt.

163. **Informed—notified.**—See Note under **Notified—informed.**

164. **Ing.**—The final syllable *-ing* is written with the dot-sign, instead of the stem Ing, in the following cases:

a. When the stem Ing cannot either possibly or conveniently be joined to the preceding stem; which is the case after certain half-length stems, and stems with final loops and hooks.

EXAMPLES:—(*After half lengths:*) Biting, doubting, hating, mating, putting, treating, yachting;—(*After small loops:*) Assisting, casting, hasting, misting, posting, resting, vesting, wasting;—(*After large loops:*) Clustering, fostering, mustering;—(*After final hooks:*) Rafting, roving, tottering.

b. After abbreviated outlines of words.

EXAMPLES:—Advertising, astonishing, becoming, beginning, believing, changing, delivering, giving.

165. The dot is here used because it does not detract from the individuality of the abbreviation, which the stem Ing would do.

166. **Ing a-n—ing the.**—In all cases where the final syllable *-ing* would be written with the dot (as explained above), *a* or *an* may be added by changing the dot to an inclined tick, struck in the direction of Pee or Chay; and *the*, by changing the dot to a perpendicular or horizontal tick.

EXAMPLES:—Becoming a-n—becoming the, beginning a—beginning the, changing a—changing the, costing a—costing the, doubting a—doubting the, feasting a—feasting the, holding a—holding the, mastering a—mastering the, owing a—owing the, remembering a—remembering the, referring a—referring the.

167. **Is,** either alone or in phrases, is generally written with the *s*-circle.

EXAMPLES:—Is a, is done, is in, is this, it is, that is, where is, as it is, as long as it is, as there is.

168. But sometimes *is* is included in a large circle or in a a loop.

EXAMPLES:—Is as, is his, is it, is the, is there, is to, it is said, it is the, it is therefore, that is thr, that is to.

169. At the beginning of phrases *is* is always written in the third position. See Note under **As,** Sections 95 and 96.

170. **It,** in phrases, is written both with the stem Tee and with the Halving Principle.

EXAMPLES:—It can, it is said, it was, about it, be it, from it, had it, of it.

171. **Its,** in phrases, is sometimes written with the Halving Principle and the *s*-circle combined.

EXAMPLES:—Among its, for its, had its, if its, of its, on its.

172. **Keep—occupy.**—See Note under **Occupy—keep.**

173. **Know—own.**—See Note under **Own—know.**

174. **Late—old.**—See Note under **Old—late.**

175. **Lately—little.**—When *lately* is joined to a preceding stem, it should always have the vowel ā inserted, to distinguish it from *little*. The writer may choose between

joining *lately* vocalized, and disjoining and writing it in position without vocalization.

EXAMPLES:—But lately, but little, very lately, very little.

176. **Less—else.**—See Note under **Else—less.**

177 **Little—lately.**—See Note under **Lately—little.**

178. **Me—him.**—See Note under **Him—me.**

179. **No doubt—indeed.**—See Note under **Indeed—no doubt.**

180 **No—any.**—See Note under **Any—no.**

181. **No—other.**—See Note under **Another—any other—no other.**

182. **Not,** in phrases, is written as follows:

Initially—

By the stem Net[1].

EXAMPLES:—Not a, not at that time, not enough, not only, not the, not to my knowledge.

Finally and medially—

a. By the stem Net.

EXAMPLES:—Are we not, has it not, has not, I have not, is not, it is not, that is not, they have not.

b. By the *n*-hook and Halving Principle combined.

EXAMPLES:—Are not, am not, can not, could not, did not, do not, had not, may not, shall not, they are not, we are not, were not would not, you are not.

183 In case, however, the writer wishes to follow *not* with another stem, which in the particular instance cannot be joined to the *n*-hook, the stem Net may be employed.

EXAMPLES:—Shall not, shall not be, should not, should not be.

184. **Not necessary.**—These words should not be joined together if the *not* is itself connected with a preceding stem, because they would then be liable to be mistaken for the outline of the word *unnecessary*. Thus, the phrase *it is not necessary*, if written with a continuous outline, would be liable to be read *it is unnecessary*.

185. But the words *not necessary*, standing by themselves, or beginning a phrase, may, of course, be joined.

186. **Notify—inform.**—The writer should always insert the sign of the diphthong *i* in *notify* and *notified*, to prevent their being mistaken for *inform* and *informed*.

EXAMPLES:—Were you notified, were you informed.

187. **Occupy—keep.**—When the word *occupy* is joined to a preceding stem it should always have the diphthong I inserted, to prevent its conflicting with *keep*.

EXAMPLES:—Did you occupy, did you keep.

188. **Of,** in phrases, is written or indicated as follows:

Initially—

a. By the stem Vee,

EXAMPLES:—Of a, of all, of an, of another, of the, of their, of your own.

b. By proximity—That is, by omitting the sign for *of*, and writing the outline of the next following word close to that of the preceding one.

EXAMPLES:—All of my, all of our, burden of proof, Court of Appeals, loss of money.

189. Sometimes both the *sign* and the *indication* (proximity) are allowed to disappear, the outlines of the words between which *of* occurs being joined together; leaving it to the context or sense to supply the omitted word.

EXAMPLES:—Bill of sale, cause of action, Court of Claims, in point of fact, matter of fact, point of view.

Finally and medially—

a. By the *v*-hook.

EXAMPLES:—Day of, each of, half of, know of, law of nature, out of, out of their own, out of your, out of your own, part of the, variety of causes.

b. Occasionally by the stem Vee.

EXAMPLES:—All of the, all of their, any one of the, are you sure of that, spoken of.

190. **Of com-—of con-.**—When *of* is followed by a word that begins with the prefix *com-* or *con-*, as in the expression *A court of competent jurisdiction*, Proximity may be used to indicate the *of*, and the dot-sign to represent the prefix.

EXAMPLE:—Mode of combination.

In ordinary practice, however, the dot may be omitted, and Proximity used for both *of* and the prefix.

191. **Of our.**—The phrase *of our* is represented by proximity and Ree, because the stem Ver[1] in rapid writing is liable to be mistaken for *of all* (Vel[1].)

CAUTION.

192. Inexperienced phonographers sometimes feel timid about employing Proximity for *of*, and in its stead make free

use of the stem Vee. But by so doing they make a serious mistake, for they not only lose materially in brevity, but subject themselves to the constant danger of confounding *of* with *for*.

193. **Old—late.**—These words, when standing alone, are distinguished by writing the former with Lee-Dee, and the latter with Leet. But in the three phrases *old gentleman*, *old lady* and *Old and New Testament*, the half length is used for *old*.

194. **On—in.**—*On*, because of its liability to conflict with *in*, is never joined in phrases except at the beginning, where, of course, it is distinguished by its position.

EXAMPLES :—Which were on, which were in.

195 **Once** may sometimes be written with the Way-hook and *ens* circle combined.

EXAMPLES :—At once, [but once, where once].

196.—**One,** in phrases, is written as follows:

Initially—

By the stem Wen².

EXAMPLES :—One after, one evening, one side of the case.

Finally and medially—

a By the stem Wen.

EXAMPLES :—Any one, no one, no one else, not one, on one occasions.

b. By the Way-hook and *n*-hook combined.

EXAMPLES :—At one, at one time, each one, where one, which one.

c. In a few cases only—all of which are given in this List—by the *n*-hook.

EXAMPLES :—Every one, some one, some one or other.

197. If it were made a general rule to write *one* with the *n*-hook, it would frequently conflict with *an*.

198. **One or** is written with the outline Way-Ner.

EXAMPLES :—One or both, one or more, one or two.

199. **Or,** in phrases, is written as follows:

Initially—

By the stem Er.

EXAMPLES :—Or a, or another, or as it is, or have been, or some such, or you.

Medially—

By either Er or Ree, according to which is most convenient.

EXAMPLES :—Day or two, eight or ten, four or five, greater or less, had or not, once or twice, said or done, true or not.

Finally and medially—

By the *r*-hook.

EXAMPLES :—At or, in or about, on or before, two or three, was or was not, with or without.

200. See Note under **One or.**

201. **Other,** in phrases, is written as follows :

Initially—

By the stem DHr[1].

EXAMPLES :—Other than, other than that.

Finally and medially—

a. By the *thr*-hook.

EXAMPLES :—Each other, such other, our other.

b. By the Lengthening Principle.

EXAMPLES :—Among other, any other, for no other purpose, from all other.

202. **Other--their.**—If written with the same outline and in the same position, *other* and *their* would frequently conflict. It is for this reason that, when standing alone, or beginning a phrase, *other* is written in a different position from *their*. But when joined to preceding stems that mode of distinction cannot, of course, be made, and resort must be had to some other.

203. The rule for the writing and distinguishing of these words is as follows :

a. The *thr*-hook and the Lengthening Principle, without vocalization, may always be used for *their*.

b. They may also be used for *other* in connections where *their* never or seldom is used,—as for instance, after most adjectives, and nouns and pronouns in the possessive case.

c. In cases where there is liability of conflict, *other* may be written either (*a*) with the stem Dher* or (*b*) with the *thr*-hook

* The syllables Dhee and Dher are pronounced *the* and *ther*. In the ordinary spelling the digraphs, or double letters, *sh* and *th* are used to represent the simple or single consonant breath sounds of the words *shin* and *thin*. But the corresponding sonants of these sounds have no distinctive representation—the sonant of *sh* being written with *s* in the word *pleasure* and *z* in *azure*, and that of *th* with the same sign (*th*), as in *thine*. Hence, phoneticians, for their own convenience, and in order to be consistent about the representation of these sounds, have adopted the digraphs *zh* and *dh* as the mates of *sh* and *th*, to stand for their sonants.

or Lengthening Principle, vocalized with the short vowel ŭ of *other*.

EXAMPLES:—To other—to their, to others—to theirs; of other, or other, [by other, Bŭthr[1]].

204. **Our**, in phrases, is written as follows:

Initially—

By the stem Ree[1].

EXAMPLES:—Our own, our own business.

Finally and medially—

a. By the *r*-hook.

EXAMPLES:—All our, among our, at our house, by our, in our, on our account, which our.

b. Occasionally by the stem Ree.

EXAMPLES:—As our, or our, words of our text.

205. **Own,** in phrases is written as follows:

Initially—

By the stem En[1].

EXAMPLES:—Own a, own use.

Finally and medially—

a. By the *n*-hook on stems.

EXAMPLES:—All our own, among our own, from your own knowledge, our own, on your own part, their own, your own note.

b. By the *n*-hook turned on the inside of large final hooks.

EXAMPLES:—At their own, but their own, by their own, do their own.

c. By the stem En.

EXAMPLES:—Among all your own, in his own, on his own behalf, on their own account.

206. **Own—know.**—*Own*, in phrases, should always be vocalized when it is liable to conflict with *know*, as in the sentence, "Do you *own* (know?) the house in question?"

207. But when there is no danger of such conflict it need not be vocalized.

EXAMPLES:—For his own account, my own opinion.

208. **Part,** when standing alone, is written with the abbreviation Pee[1]. But when joined to a preceding stem, it is written with either Pee or Pret, according to which makes the easiest junction.

EXAMPLES:—On my own part, on my part, on the one part, on the other part.

209. **Remember** is generally written with the abbreviation Er-Em; but after *did you* and *do you* it is contracted to Em.

EXAMPLES:—Did you remember, do you remember whether, how do you remember.

210. **Say—see.**—The word *see*, when joined as the final word of a phrase, should always be vocalized, to distinguish it from *say*, which need never be vocalized.

EXAMPLES:—Cannot say, cannot see.

211. In the middle of phrases, however, this precaution is seldom required.

EXAMPLE:—Did you see him.

212. **Says.**—Most witnesses, in narrating, on the witness stand, conversations that they have heard or participated in, make very free use of the word *says*. Hence, it will be well for the reporter to practice on the phrases under that word until they are thoroughly familiarized. See Note under **Say—see.**

213. **Send—sent.**—These words naturally both belong to the second position; but if they were so written there would be no way of distinguishing them except by writing *send* with the long outline sN D². Therefore, it is better (as with the word *found*) to remove *send* to the third position. *Loaned* [*L*nd³] may be distinguished from *lent* [*L*nt²] in the same way.

EXAMPLES:—I sent—I send [sNd³].

214. **Session,** in phrases, is sometimes written with the *s*-circle and *shun* curl.

EXAMPLES:—At the next session, extra session, legislative session, recent session, short session, special session.

215. The plural of *session*, so written, is formed, of course, by adding the *s*-circle.

EXAMPLES:—Court of General Sessions, Court of Sessions.

216. **Shall—should.**—*Shall* may be joined freely in any part of a phrase. But *should* is never joined except when it commences a phrase, or when it immediately follows a tick or brief *w* or *y* sign, which begins the phrase.

EXAMPLES:—Shall a, shall all, shall do, shall not, shall the, he shall, I shall, we shall, you shall, I think we shall, never shall, that we shall be able to; should a, should another, should go, should have been, should the, should we be; he should, I should. we should, you should, you should be there.

217. **System—society.**—When the word *system* occurs

in the middle or at the end of phrases, it is written in full (ssT^3-M), to distinguish it from *society*.

EXAMPLES:—Christian system, christian society.

218. Yet, in reporting subject matter of a special kind, in which the term *system* occurs frequently, as for instance a medical lecture, the abbreviation may be used in any part of a phrase.

EXAMPLE:—Nervous system.

219. **Than,** in phrases, is written as follows:

Initially—

By the stem DHen^1.

EXAMPLES:—Than a, than it, than otherwise, than the, than the other.

Finally—

a. By the *n*-hook.

EXAMPLES:—Easier than, larger than, longer than, more than, other than, slower than.

b. By the *n*-hook turned on the inside of the *ter*-hook.

EXAMPLES:—Better than, rather than.

c. By the *n* curl after the large loop.

EXAMPLES:—Faster than, [moister than, vaster than].

d Occasionally by the stem DHn.

EXAMPLES:—Less than, more probable than, no less than, shorter than.

220. **Thank the** is written with the stem Ith and *the*-dot, because if half-length Ith were used, it would conflict with *thought*.

221. **That—them.**—*That* is sometimes written with its abbreviation (Dhee), and sometimes with the stem Dhet, as follows:

The abbreviation is used—

a. When *that* either stands alone or begins a phrase.

EXAMPLES:—That a, that another, that day, that has, that have, that it, that the, that therefore.

b. When *that* is preceded in the phrase only by a circle or loop word or phrase sign of the first position, or by a tick, or by a brief *w* or *y* sign.

EXAMPLES:—As that, as that the, as that thr, [as to that], has that, and that, and that has the, and that the, and that thr, [would that, w·DH^1].

The stem Dhet is used—

Always when *that* is joined to a preceding stem, or to a circle or loop word or phrase sign of the third position.

EXAMPLES:—About that, after that, all that, could that, in that, know that, on that, on that day, that that, with all that that, is that, is that true.

222. In other words, the abbreviation for *that*, in phrases, must always be written in the first position; and that cannot be done unless it is the first stem-sign of the phrase.

223. The reason for this rule is that if the abbreviation were joined to previous stems, *that* would conflict with *they* and *them*, the outlines of which words are joined in any part of a phrase.

EXAMPLES:—After that—after them, as long as that—as long as they, by that—by them, did that—did they, for that—for them, if that—if they.

224. After an Ess or Zee stem with simple termination, *that* should be made quite short and thick, and with a sharp curve, especially at the point of junction.

EXAMPLES:—I say that, so that, was that.

225. The use of the full stem Dhee[1], instead of the half-length Dhet[1], for *that*, well illustrates the principle which guided the author of Practical Phonography in the selection of the Abbreviations of the System; namely, to adopt, whenever it was feasible, the simple consonant-stems of the Alphabet, rather than any of their modified forms, on account of the very much greater facility with which they may be moulded into phrase-signs. If the word *that* were always written by itself, the half-length Dhet would be its best outline. But, in Phraseography, Dhet would give us none of the following very useful phrase-signs: That all, that an, that and other, that are, that have, that it, that its, that the, that thr, etc.

226. **The**, in phrases, is written as follows:

a. By the Halving Principle.

EXAMPLES:—Among the, at the, between the, by the, could the, charge of the, for the sake of the, in the presence, longer than the, where the, which the.

b. By changing a preceding *s*-circle to a small loop.

EXAMPLES:—As the, because the, has the, is the, it is the, that is the, what is the, when is the, where was the, which is the.

c. By a perpendicular or horizontal tick, joined finally to

outlines in connection with which the first and second modes of representing *the* cannot be used.

EXAMPLES:—About the, according to the, against the, and the, end the, like the, order the, under the, whether the.

227. See Note under **Ing-a—ing-the.**

228. **The other** is the only phrase in which the word *the* is written with the stem Dhee. This phrase-sign may be joined with safety to preceding words.

EXAMPLES:—Can the other, on the other, in the other, since the other-

229. **Their,** in phrases, is written the same as *there*, which see.

EXAMPLES:—Their own, all their, among all their, at their, become of their, charge of their, for their, of all their, sanction their, scatter their.

230. **Their—other.**—See Note under **Other—their.**

231. **Them.**—See Note under **That—them.**

232. **There,** in phrases, is written as follows:

Initially—

By the stem Dher².

EXAMPLES:—There are, there is, there it, there may be, there the, there will, there would, there you.

Finally and medially—

a. By the Lengthening Principle.

EXAMPLES:—Although there is, any one there, did you remain there, doing there, I wish there was, if there be, here and there.

b. By the *thr*-hook.

EXAMPLES:—About which there, be thr, could there be, said there, they were there, where there has been.

c. By changing a preceding *s*-circle to a large loop.

EXAMPLES:—Always there, and as there has, any one else there, is there, since there is, unless there.

233. The use of the Lengthening Principle and Large Loop, in accordance with the rules of Practical Phonography, to add *there*, is of special value in the reporting of testimony, because they come in so frequently at the end of a sentence, to assist the reporter, by a single stroke of the pen, in catching up with the speaker before a new sentence is begun.

EXAMPLES:—After he came there, after I saw him there, any one there, did you remain thr, doing there, down thr, how

long had he been thr, how long had you been thr, how long have you been thr, how long was he thr, of his being thr, what was said or done there; any business there, was there no one else there.

234. **Therefore,** in phrases, may frequently be written with some one of the short methods of expressing the consonant-combination *thr*—the *thr*-hook, the Lengthening Principle, or the Large Loop—followed by either the stem Ef or the stem Fer, according to with which it makes the best junction.

EXAMPLES:—Had therefore, he is therefore, it is therefore, he therefore, it therefore, I am therefore, shall therefore, you will therefore.

235. **They are.**—The phrase *they are* is written as follows:

Initially—

By the stem DHr^2.

EXAMPLES:—They are able to, they are not, they are said, they are there.

Finally and medially—

a. By the Lengthening Principle:

EXAMPLES:—If they are, know they are, quite sure they are, so they are, that they are, think they are, yet thr.

b. By the *thr*-hook.

EXAMPLES:—For which they are, where thr, which thr.

c. By changing a preceding *s*-circle to a large loop.

EXAMPLES:—And as thr, as long as thr, as soon as thr, because thr, I suppose thr, much as thr, or as thr, seems thr, since they are, thinks thr, unless they are.

236. **They have—you have.**—See Note under **You have—they have.**

237. **Thr.**—When the abbreviation *thr* is found in a phrase in the List, it is to be understood as standing for either *their*, *there* or *they are*, according to which is required by the context of the sentence in which the sign is used.

EXAMPLES:—And that thr, are thr, have thr, or is thr, seems thr, shall have been thr.

238. **Time—autumn.**—The word *time*, standing alone, should always be written with its abbreviation (Em^1), to prevent conflict with *autumn* (T^1-M). But in phrases, following other stems, *time* is generally written in full, either with the stem Tee and Em, or with *t* indicated by halving and the stem Em.

EXAMPLES:—Any other time, at another time, during that time, long time, present time, short time, this time; at some time, day time, what time.

239. After a stem that is halved to add *the*, *time* is added either by the abbreviation or by the full outline, according to which makes the best junction.

EXAMPLES:—During the time, from the time, to the time, [for the time, Ft²-T-M].

240. **To** or **too,** in phrases, is written or indicated as follows:

Initially—

a. By the stem Tee.

EXAMPLES:—To a, to all, to an, to have, to my recollection, to the, to their.

b. By dropping the outline of the succeeding word to the FOURTH POSITION—that is, one half the length of a Tee below the third position of the same outline.

EXAMPLES:—To be, to do, to infer, to it, to make, to reply, to write, too deep, too much.

Finally and medially—

a. By the stem Tee.

EXAMPLES:—I want to, I want to know, not to my knowledge, ought to have been, seems to have.

b. By halving the stem of the preceding word.

EXAMPLES:—Able to, did you have anything to do, honor to be, I decline to say, mean to, ought to, so to speak.

c. By changing the preceding *s*-circle to a small loop.

EXAMPLES:—As to, how as to, so as to, that is to, that is to say.

241. **Until—I think.**—*Until* should always be written with a decided backward slant to the stem El, to prevent its conflicting with *I think*.

EXAMPLES:—Until it, until thr, until there is.

242. **Us,** in phrases, is written with both the stem Ess and the *s*-circle.

EXAMPLES:—Against us, among us, let us, let us be.

243. The circle, however, should not be used indiscriminately for *us* after verbs, because sometimes it will conflict with the termination of the third person singular of regular verbs in the present tense of the indicative mood; as in the phrases: *Give us—gives*, *move us—moves*, etc.

244. **Was,** in phrases, is written as follows:

Initially—

By the stem Zee.

EXAMPLES:—Was a, was all, was an, was another, was he, was it, was said, was the, was there.

Finally and medially—

a. By the stem Zee.

EXAMPLES:—Always was, he was, I was, nothing was said, that was, there was never.

b. By the initial Way-hook in combination with a final *z*-circle.

EXAMPLES:—It was, what was afterwards, where was your.

245. **Was not,** standing alone or beginning a phrase, is written with Zee[1]-Net, because Zent[1], in rapid writing, would conflict with *had not* (Dent[1]).

246. But when *was not* is joined to a preceding outline, with which it forms a distinct angle, Zent may be used.

EXAMPLE:—I was not.

247. **Was thr.**—When *was thr* (Zeether) is added to the stem Hay, it should be extended down quite low, so that it will not conflict with *was*.

EXAMPLES:—He was, he was thr.

248. These two useful phrase-signs are very easily and quickly made where thoroughly mastered. No angle between the Hay and the Zee should be attempted, and the principal part of the shading should be on the last half of the Hay and the first half of the Zee.

249. There is a tendency with some to bring the lower end of the Zee or Zeether around too far, giving it the slant of Zhee, which should be carefully guarded against.

250. The learner should practice on these outlines until he can write them with precision with a single, quick stroke of the pen.

251. **We,** in phrases, is written as follows:

Initially—

a. By the stem Way.

EXAMPLES:—We can, we cannot, we have been thr, we may, we must, we were.

b. By brief *w*.

EXAMPLES:—We charge, we denounce, we did, we fear, we say, we think.

252. The stem-sign for *we* is generally used when the next word following may be added by a hook (initial or final) on the Way, or when it begins with an *l*-hook stem.

EXAMPLES:—We are, we have, we will, we believe, we call.

Finally and medially—

a. By the Way-hook.

EXAMPLES:—But we, can we, do we, had we, ought we, where we.

b. By brief *w*.

EXAMPLES:—If we, shall we, shall we say, should we, where were we.

c. Occasionally by the stem Way.

EXAMPLES:—Such as we, such as we have.

253. **Well,** written with its abbreviation (Lee), may be joined in any part of a phrase. See Note under **Ill.**

EXAMPLES:—Well done, well known, as well as, may as well.

254. In the middle or at the end of phrases, *well* may be struck downward, when El will make a better junction, or a more facile form, than Lee.

EXAMPLES:—It is well known, just as well as.

255. **Were,** written with its abbreviation (Ree), may be joined in any part of a phrase. See Note under **Are.**

EXAMPLES:—Were a-n, were all, were the, were there, were we, were you present, I think there were, such were, then there were, there were, there were there, they were not, unless you were, we were, what were you doing, where were those, which were.

256. **Were not—were there.**—A little care is needed in writing the outlines of these phrases, especially when they are joined to preceding stems, to make them so that they will always be distinct. This may be done by invariably making the sign for *were not* quite small.

EXAMPLES:—That were not—that were there, they were not—they were there, we were not—we were there.

257. **When—why.**—*When* may be joined freely in any part of a phrase; but *why* is never joined to a preceding word.

EXAMPLE:—About when.

258. **Who would.**—See Note under **He would.**

259. **Will,** in phrases, is written as follows:

Initially—

By the stem Lee[3].

EXAMPLES:—Will all, will another, will be, will have, will not, will the, will there not be, will you look.

Finally and medially—

a. By the *l*-hook.

EXAMPLES:—All will, it will be, that will, these will, we will, what will be, where will thr.

b. Occasionally by the stem Lee.

EXAMPLES:—As far as will, each will, there will be.

260. **Woman,** in phrases, may be distinguished from *women*, by using the brief-*w*.

EXAMPLE:—Young woman.

261. **Would,** in phrases, is written as follows:

Initially—

a. By the stem Way.

EXAMPLES:—Would a, would be, would have done, would it, would make, would not.

b. By brief-*w*.

EXAMPLES:—Would do, would say, would see, would they.

Finally and medially—

a. By the stem Way.

EXAMPLES:—As would, I would be, such as would, you would have.

b. By brief-*w*.

EXAMPLES:—It would, she would, such would be, there would, they would, we would be, what would be, where would you.

c. Rarely by the stem Wed.

EXAMPLES:—Than it would, then it would, [than there would].

262. **You—your.**—Both *you* and *your*, in phrases, are written as follows:

Initially—

a. By the stem Yay[3].

EXAMPLES:—You and, you are, you believe, you have.

b. Before certain stems, by brief-*y*. See section 61, *b*.

EXAMPLES:—You can, you did, you fear, you know, you may, you recall, you say, you shall, you think.

Finally and medially—

a. By the Yay-hook.

EXAMPLES:—At your, but you-r, can you tell, did you claim, were you, where do you live.

b. By brief-*y*.

EXAMPLES:—About you-r, among you-r, ask you, have you anything, I hope you may, what were you.

c. Occasionally by the stem Yay.

EXAMPLES:—After your own, as long as you have, as you, between you-r, cannot you, I understand you, such as you-r

263. It will be observed that at the end of a phrase, if convenient, the brief sign is generally used. But if another word comes after *you*, that may be written with a hook, the stem Yay is used.

EXAMPLES:—On your—on your own, when you—when you are.

264. **You have—they have.**—When the phrase *you have*, written with the stem Yay and *v*-hook, is joined to a preceding stem, the sign Yev should be struck backward to the left with a decided slant (giving it an angle of about thirty degrees), so as to prevent any possibility of its being mistaken for *they have* (DHev).

265. On the other hand, care should be taken, when *they have* is similarly joined, not to give the DHev the slightest backward slant or Chay direction.

EXAMPLES:—All that you have, all that they have.

266. If, however, the first part of the outline will not permit the Yev to be thus slanted, it should be disjoined and written in position, or else brief-*y* with the stem Vee used instead.

267. **Your.**—See **You—your.**

268. If the Yay-hook is used for *your* it should be made decidedly large, to prevent its conflicting with the *r*-hook for *our*. If this rule is observed, and the *r*-hook for *our* is always made small, there will be no difficulty. The careless or inexact writer, however, in all cases where there is danger of conflict, had better employ the stem Yay for *your*.

EXAMPLES:—At your, at your house.

PHRASES DISTINGUISHED.

269. In the list given below will be found phrases and words that are specially distinguished by some difference of outline, position, vocalization, etc.; which, in most instances, is somewhat arbitrary in character, and, therefore, requires to be learned irrespective of the general rules.

270. Thus, to make the outlines of *did we* and *did you* perfectly secure from being mistaken for those of *do we* and *do you*, let the tips of the hooks in *did we* and *did you* rest on the line, the stems crossing it; and, in writing *do you* and *do we*, be careful to have the stems just touch the line without crossing it.

A

At last—at least.

B

Be regarded—be regretted.

C

Court of record—court record.

D

Did we—do we; did you—do you.

H

Half an hour—oftener [Fn^{1}-R]; he would—how would—who would; Honorable gentleman—Honorable gentlemen.

I

I forget—I forgot; I propose—I purpose; I suppose—I supposed; in conclusion—in connection; in opposition—in possession; in preparation—in proportion; in sight—in situ; in this city—in this suit.

M

My own—mine.

N

No communication—no connection.

O

Of his decease—of his disease.

P

Plaintiff's counsel—defendant's counsel.

T

They are able to—they are believed; they did not—they do not; to it—to the.

W

We all—we will; we regard—we regret; what do you—what did you; with regard—with regret.

You all—you will; young man—young men; young woman—young women [Y²-W-Mn.]

KEY TO DERIVATIVES OF ABBREVIATIONS.

271. The Table of Abbreviations, commencing on page 105, gives a complete list of all words that are written with contracted outlines, that do not fall within the general rules of abbreviation of the system.

272. When a word has derivatives, the phonographic forms of the more important of such derivatives are added, following on in the same line with the abbreviations of the primitive.

273. The following is a Key to the additional forms:

According.—Accordingly.

Acknowledge.—Acknowledged, acknowledging, acknowledgment.

Advantage.—Advantageous, advantageously, advantageousness, disadvantage.

Advertise.—Advertised, advertising, advertisement, advertiser.

Among.—Amongst.

Angel.—Angelic, angelical-ly.

Artificial.—Artificially.

Astonish-ed.—Astonishing, astonishingly, astonishment.

Awe.—Awed, awing, awe-struck, awful, awfully.

Become.—Became, becoming, becomingly.

Before.—Beforehand.

Belief-ve.—Believed, believing, believable, disbelief-ve, unbelief.

Belong.—Belonged, belonging.

Beneficial.—Beneficially.

Brother.—Brother-in-law.

Capable.—Capableness, capability, incapable.

Change.—Changed, changing, changeableness, exchange, unchangeable, interchange.

Charge.—Charged, charging, chargeable, discharge.

Christian.—Christianity, christianization.

Collect.—Collected, collecting.

Come.—Cometh.

Correct.—Corrected, correcting, correctly, correctness.

Cross-examine.—Cross-examined, cross-examining.

Deliver.—Delivered, delivering, delivery, deliverance, deliverer, redeliver, redelivery, undelivered.

Develop.—Developed, developing, development, undeveloped.

Differ-ence-ent.—Differed, differing, differences, differential, indifferent.

Difficult-y.—Difficult-y.

Dignify.—Dignified, dignifying.

Discriminate.—Indiscriminate.

Distinct.—Distinctness, indistinct, indistinctness.

Doctrine.—Indoctrinate.

Dwell.—Dwelt, dwelling, dweller.

Effect.—Effected, effecting,

Endeavor.—Endeavored, endeavoring.

Establish.—Established, establishing, establishment.

Experience.—Experienced, experiencing, inexperienced.

Extraordinary.—Extraordinarily.

Familiar.—Familiarize, familiarized, familiarizing, familiarly, unfamiliar.

First.—Firstly.

Form.—Formed, forming, inform, information, informer, informal, informality, uniform, perform, reform.

Frequent.—Frequented, frequenting, frequently, infrequent, unfrequented.

Generation.—Degeneration, progeneration, regeneration.

Govern.—Governed, governing, governable, government, governmental, ungovernable.

Health-y.—Healthful, healthfulness, healthily, healthiness, unhealthy.

Hear.—Hearing.

Heaven.—Heavenliness, heavenly, heavenward.

Held.—Beheld, upheld, withheld.

Help.—Helped, helping, helpful, helpfulness, helpless, helplessly, helplessness.

Here.—Hereabout, hereafter, hereat, hereby, herein, hereinafter, hereinbefore, hereon, hereto, heretofore, hereunto.

History.—Historian, historic, historical-ly.

Home.—Homeliness, homely, homeward.

Immediate.—Immediately, immediateness.

Importance-t.—Importantly, unimportant.

Infer.—Inferred, inferring, inferable, inferential.

Influence.—Influenced, influencing, influential, uninfluenced.

Inscribe.—Inscribe, inscribed, inscribing, inscription.

Intelligence.—Intelligibility, intelligible, intelligibleness.

Intelligent.—Intelligently.

Large.—Larger, largest, largely, largeness

Long.—Longer, longest.

Malignant.—Malignantly, malignancy.

Manufacture.—Non-manufacturing.

Mistake.—Mistaking, mistaken, unmistakable.

Neglect.—Neglected, neglecting, neglectful.

New —Newly, newness, news.

Number.—Numbered, numbering, numberless, outnumber, unnumbered.

Object.—Objected, objecting.

Objection.—Objectionable.

Opinion.—Opinionated, opinionative, opinioned, self-opinioned.

Other.—Others.

Over.—Overcome.

Owe.—Owed, owing, owes.

Own.—Owned, owning, owner.

Parliament.—Parliamentary.

Part.—Parted, parting, partly, counterpart.

Particular.—Particulars, particularly, particularity, particularize.

Peculiar.—Peculiarly.

People.—Peopled,

Popular-ity.—Popularly, unpopular.

Possible-y.—Impossible-y.

Practicable-y.—Impracticability, impracticable.

Practice.—Practiced, practicing, practices.

Principal-le.—Principally, principled, unprincipled.

Probability.—Improbability.

Probable-y.—Improbable-y.

Proportion.—Disproportion.

Public-sh.—Published, publishing, publican, publication, publicly, unpublished.

Qualify.—Qualified, qualifying, qualification, disqualify, disqualification, unqualified.

Question.—Questioned, questioning, questionable, unquestionable-y, cross-question.

Recollect.—Recollected, recollecting.

Recoverable.—Irrecoverable.

Regular.—Regularly, irregular, irregularly

Regularity.—Irregularity.

Religion.—Irreligion.

Remark.—Remarked, remarking, remarkable.

Remember.—Remembered, remembering, misremember, disremember.

Represent-ative.—Represented, representing, misrepresent.

Representation.—Misrepresentation.

Republic-sh.—Republican, republication, republicanism.

Repugnant.—Repugnancy, repugnantly.

Responsibility.—Irresponsibility.

Responsible-y.—Irresponsible-y.

Satisfactory.—Satisfactorily, unsatisfactory, unsatisfactorily.

Send.—Sending.

Several.—Severally.

Signify.—Signified, signifying, significance, significancy, significant, signification, insignificant, insignificancy.

Similar.—Dissimilar.

Similarity.—Dissimilarity.

Singular.—Singularity, singularly.

Speak.—Bespeak, speakable, unspeakable.

Spoke.—Bespoke, spoken, bespoken, outspoken.

Surprise.—Surprised, surprising.

Swear.—Swearing.

Swift.—Swifter, swiftest, swiftly, swiftness.

Swore.—Sworn.

Sympathy.—Sympathized, sympathizing, sympathetic, sympathetical-ly.

System.—Systemize, systematize.

Thank-ed.—Thankful, Thanksgiving-day.

Their.—Theirs.

Them.—Themselves.

Thing.—Things, anything, something, nothing.

Think.—Bethink, thinker, unthinking.

Time.—Timely.

Truth.—Truthful, truthfulness, untruth, untruthful, untruthfulness.

Usual-ly.—Unusual-ly.

What.—Whatever.

When.—Whenever, whensoever.

Where.—Anywhere, nowhere, somewhere, wherever.

Which.—Whichever, whichsoever.

Whom.—Whomsoever.

Will.—Willful-ly, willing, willingly.

With.—Within.

World.—Worldliness, worldly.

Worth.—Worthless, worthlessness.

Year.—Years, leap-year.

Young.—Younger, youngest.

Your.—Yours, yourself.

Youth.—Youthful youthfulness.

KEY TO THE EXERCISES FOR PRACTICE ON THE PHRASES

1. If we bear in mind that after all, at another time, we may get all that we wish in this way, we shall soon see that there is no necessity for despondency.

2. For the purpose of the case now on trial I will admit everything that is claimed on the part of the counsel on the other side.

3. How soon after that time was it that plaintiff's counsel called upon you in reference to the accident that happened in the latter part of the month of December?

4. And is there nothing to be said upon the subject of whether we are to be deprived of our rights, without having them tested in a court of justice?

5. If another such occurrence takes place in the club, I shall be obliged to resign.

6. The sum and substance of the whole matter is contained in a nut-shell.

7. In speaking of a note, did you have reference to your own note?

8. How is your business coming on, and what have you to say about taking a trip to the city of Boston next week?

9. One thing at least is true, and that is, I have at last ascertained just where I stand among all my friends and neighbors.

10. No human being can tell when we shall have prosperous times again.

11. I ask you if you cannot say something that will put a stop to this disturbance?

12. I have never seen a first-rate phonographer who did not take pains with his penmanship.

13. We think there is too much talk and not enough work.

14. I am quite sure they are going to do something about it very soon after the president of the road arrives in town.

15. Are you in the habit of making such remarks as that before giving the subject proper reflection?

16. As long as there is no fault found, and you are satisfied, no one has a right to complain.

17. Mr. Speaker:—According to my views of the subject before the House, this measure that is proposed will not meet with the approval of the country at large.

18. Except on one or two occasions they have been orderly and well-behaved.

19. Do you belong to the church, and do you believe in its teachings?

20. He left the place owing a large sum of money—in fact he owed nearly every one in the town—he was owing the proprietor of the hotel, he had bills at the clothing-store, the shoe-store, the book-store and the drug-store, and he had a disgraceful score against him at the lager-beer saloon.

21. From the time your letter came, I was satisfied that there was something wrong, and that he was not the man we had taken him to be.

22. Be kind enough to tell me whether you were in his place of business on the day of the date of the check in suit?

23. Then did you have any interview with the plantiff at which you agreed at some future time to enter into co-partnership with him?

24. Before you can reply to the assertions made in his speech, you must examine thoroughly into the facts of the case.

25. In some cases it is better to remain silent than to speak, even if it be to tell the truth.

26. It is quite certain that sometimes there is a great deal too much said by lawyers in trying a case.

27. On my part I cannot say anything more than that about it.

28. What were you doing at the court-house the other day?

29. As long as things remain in *statu quo* we shall have nothing to do.

30. We find things now just as we found them six or eight weeks ago.

31. The District Attorney will not be able to do anything in that matter until they are all arrested.

32. I am very glad to hear that matters are as well as they are.

33. Having been led to suppose that he was acting in good faith, and would be as good as his word, I made the agreement with him.

34. There was no such mode of combination mentioned so far as our party was concerned.

35. It is, indeed, sad to think that he has no doubt lost his reason for ever.

36. I am sure there is not a thing to be said in his favor.

37. Can you tell how much he is earning in his new position?

38. By the by, between you and me, what do you think will be the result of this trial?

39. Day after day I have called on you, but have not found you in your office.

40. We are doing all that we possibly can; that is to say, we are working night and day.

41. I hope you may find things as they would have been if he had remained with you.

42. I take occasion to say that I have now concluded that in less than a year after the first of May there will be no business done there.

43. Bearing in mind everything that has been done, my best impression is that the job will be completed by Monday afternoon.

44. I admit calling there on that day, but I cannot say who was present.

45. We ought never to come away without seeing each one of the committee.

46. In March last did you keep house there, or did you occupy only a single room?

47. A half a loaf is better than no bread at all.

48. The remark should never have been made unless he had intended to follow it up with proof—it was not called for in the connection in which it was uttered.

49. I shall be most happy to have you call at your earliest convenience.

50. Are you sure of it, or is there some doubt in your mind on the point?

51. Did you have anything to say to him at the time of your call there?

52. It was either at that particular time, or just about that time that I spoke with him.

53. I can mention a reason that I think is more probable than any other that has been given. Very well, you can state it.

54. Will it not be better to remain there in one place than to be running hither and thither?

55. At first I conducted the proceedings entirely alone, but after that, I was away a great deal of the time and had to employ an assistant.

56. I have the honor to transmit a message to you from the governor.

57. If we may depend upon the statements that have been made, then ought we not to take immediate action rather than to wait?

58. I shall remain until such time as he shall return.

59. They dare not say it in our presence, because they know that we can refute the slander.

60. They have charge of their own business, but when they move in their new building they will require an assistant.

61. How do you like being engaged in the public service for a little while?

62. Were you informed that the note had gone to protest?

63. All that I heard was that some one or other had been there after you left, who said that he came there on his own behalf—no one else was there that I am aware of.

64. By whom were you notified of my arrival? I was not notified at all.

65. Is the news from Great Britain as gratifying as you expected? I find everything all right.

66. Among all their own people there was no one to take their part.

67. Was he there before or after you had dined? I believe that he was there just after dinner time.

68. They are much better educated than their brothers.

69. Do you remember now, or did you remember then, what was said by the minister on the subject of infant baptisms?

70. Mr. President and fellow citizens: Am I to be thus traduced after an honorable discharge from the service of my country?

71. Did you order the medicine from the drug-store on the corner of 21st street?

72. A good many things have been said by you, or have been insinuated by others, that cannot possibly be true.

73. Can there be anything which will require more attention on your part than that?

74. What is the amount of money that you think should be paid for your place in the country?

75. I may be told that that will end the matter which they are now discussing with such vehemence.

76. What are you going to do to-morrow morning at the Custom House?

77. I have received a subpœna *duces tecum* to produce in court all the books, documents, papers, etc. (et cetera), that are now in my possession.

78. That is quite as much as they are able to do for each other, and the men had therefore better give up the undertaking.

79. Have you been delivering a lecture in the city of New York this fall?

80. Should he ever take up the argument, I know of no one who is able to answer him. He is, therefore, without doubt the very best man for it.

81. Can you tell how many years, in all probability, he will be absent from the country?

82. Are you aware that from day to day he is getting stronger and better in every respect?

83. A man, whose name I forget, goes to sleep every Sunday in the choir of the Episcopal church.

84. Had you gone there and asked for me they would have sent a messenger after me immediately.

85. He can tell you many things that will be entirely new to you.

86. The next time you see him there tell him that I want to see him at once.

87. I agree that I said so, and I shall not attempt to take back the remark.

88. I couldn't understand whether he had any business there at that time or not.

89. How is it that the bill of sale had no articles mentioned in the schedule but such as were entirely worthless?

90. It occurred a good while ago, but it is only very lately that it has come to my notice.

91. As they are coming in his absence, let us be prepared to receive them in a proper manner.

92. Who would have undertaken the work he would have left if he had been removed?

93. Where is there a place in the world like this?

94. As for ourselves, if we wish anything under the sun, we can have it.

95. Is it as the witnesses for the defence say it is, or is it a made-up story?

96. I want time to consider the matter more fully before I reply.

97. Have you ever known of a transaction like that? I won't say that I have.

98. We were able to sail so much faster than they did, that we soon ran alongside of their craft.

99. By and by they will be compelled to give up the property.

100. They were in the habit of calling both before and after school.

DEFINITIONS OF LAW AND OTHER PECULIAR TERMS.

274. These definitions have been taken mostly from Bouvier's Law Dictionary and Webster's Unabridged.

A

Account current.—A running or open account between two persons.

Ad valorem.—According to the value. Duties which are levied on commodities at certain rates *per centum* on their value, are called *ad valorem* duties.

B

Bill of exchange.—A Bill of Exchange is defined to be an open letter of request from, and order by, one person on another, to pay a sum of money therein mentioned to a third person, on demand, or at a future time therein specified.

Bill of particulars.—A detailed, informal statement of a plaintiff's cause of action, or of the defendant's set-off.

Bill of sale.—An agreement in writing, under seal, by which a man transfers the right or interest he has in goods and chattels to another.

Bills payable.—Engagements which a merchant has entered into in writing, and which he is to pay on their becoming due.

Bills receivable.—Promissory notes, bills of exchange, bonds and other evidences or securities which a merchant or trader holds, and which are payable to him.

Bona fide.—In or with good faith.

C

Carte blanche.—The signature of an individual or more, on a white paper, with a sufficient space left above it to write a note or other writing. Full power.

Casus belli.—That which involves or justifies war.

Cause of action.—By this phrase is understood the right to bring an action.

Caveat emptor.—Let the buyer beware. Let the purchaser take heed; that is, let him see to it, that the title he is buying is good.

Cestuy* que trust.—He for whose benefit another person is seised of land or tenements, or is possessed of personal property.

Cestuy que use.—He to whose use land is granted to another person.

Cestuy que vie.—He for whose life land is holden by another person.

Chargé d'Affaires.—A diplomatic representative or minister of an inferior grade, at a foreign court, to whose care are confided the affairs of his nation.

Charitable uses.—Gifts to general public uses, which may extend to the rich as well as the poor.

Charter party.—A contract of affreightment in writing, by which the owner of a ship or other vessel lets the whole, or a part of her, to a merchant or other person for the conveyance of goods, on a particular voyage, in consideration of the payment of freight.

Chef-d'œuvre.—A masterpiece.

Civil Law.—The municipal code of the Romans is so called. It is a rule of action, adopted by mankind in a state of society. It denotes also the municipal law of the land.

Civil List.—Formerly a list of the entire expenses of the civil government; hence, the officers of civil government, who are paid from the public treasury; also, the revenue appropriated to support the civil government.

Civil Suit.—A suit for a private claim or injury.

Collateral facts.—Facts unconnected with the issue or matter in dispute.

Collateral warranty.—Where the heir's title to the land neither was, nor could have been, derived from the warranting ancestor; and yet barred the heir from ever claiming the land, and also imposed upon him the same obligation of giving the warrantee other lands, in case of eviction, as if the warranty were lineal, provided the heir had assets.

Common Carrier.—One who undertakes for hire or reward to transport the goods of any who may choose to employ him, from place to place.

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* Also spelled *Cestui*.

Common Law.—The unwritten law; the law that receives its binding force from immemorial usage and universal reception, in distinction from the written or statute law. The term *common law* is often used in contradistinction from *statute law* and from *equity*.

Common scold.—A woman, who, in consequence of her boisterous, disorderly and quarrelsome tongue, is a public nuisance to the neighborhood.

Compound interest.—Interest allowed upon interest.

Condition precedent.—A condition which must be performed before the estate will vest, or before the obligation is to be performed.

Confidential communication.—Whatever is communicated professedly by a client to his counsel, solicitor or attorney, is considered as a confidential communication.

Corpus delicti.—The body of the offence; the essence of the crime. It is a general rule not to convict unless the *corpus delicti* can be established; that is, until the dead body has been found.

Counter affidavit.—An affidavit made in opposition to one already made; this is allowed in the preliminary examination of some cases.

Court martial.—A court authorized by the articles of war, for the trial of all offenders in the army or navy, for military offences.

Cross action.—An action by a defendant in an action, against the plaintiff in the same action, upon the same contract, or for the same tort.

Cross bill.—A cross bill is one which is brought by a defendant in a suit against the plaintiff, respecting the matter in question in that bill. When an individual prosecutes a bill of indictment against another, and the defendant procures another bill to be found against the first prosecutor, the bills so found by the grand jury are called cross bills. In chancery practice it is not unusual for parties to file cross bills.

D

Direct evidence.—Evidence is termed *direct* which applies immediately to the fact to be proved, without any intervening process, as distinguished from *circumstantial*, which

applies immediately to collateral facts supposed to have a connection, near or remote, with the fact in controversy.

Direct examination.—The examination in chief of a witness is called the direct examination.

Duces tecum.—A writ, commonly called a *subpœna duces tecum*, commanding the person to whom it is directed to bring with him some writings, papers, or other things therein specified and described, before the court.

E

Evidence in chief.—Evidence is said to be *in chief* when it is given in support of the case opened by the leading counsel. The term is used to distinguish evidence of this nature from evidence obtained on a *cross-examination*.

Ex contractu.—This term is applied to such things as arise *from a contract;* as an action which arises *ex contractu*.

Ex necessitate.—Necessarily.

Ex officio.—By virtue of his office.

Ex parte.—Of the one part. An affidavit or deposition is said to be taken *ex parte* when only one of the parties attends at the taking of the same.

Ex rel. (relatione).—At the information of; by the relation.

F

Fee simple.—An absolute fee; a fee without conditions or limits.

Felo de se.—A felon of himself; a self murderer; one who commits suicide.

Foreign bills.—A foreign bill of exchange is one drawn by a person out of, on another in, the United States, or *vice versâ*; or by a person in a foreign country, on another person in another foreign country; or by a person in one state, on another in another of the United States.

G

Grand jury.—A jury of not less than twelve nor generally more than twenty-three, whose duty it is to examine into accusations against persons charged with crime, and if they see just cause, then to find bills of indictment against them, to be presented to the court. Called also *grand inquest*.

H

Habeas corpus.—A writ having for its object to bring a party before a court or judge; especially, one to inquire into the cause of a person's imprisonment or detention by another, with the view to protect the right to personal liberty.

Heir at law.—He who, after his ancestor's death intestate, has a right to all lands, tenements, and hereditaments, which belonged to him, or of which he was seised. The same as heir general.

I

In chief.—(See *Evidence in chief.*)

In curia.—In the court.

In esse.—In being. A thing in existence. It is used in opposition to *in posse* (In possibility; not in actual existence.)

In extenso.—In full; at length.

In extremis.—When a person is sick beyond the hope of recovery, and near death, he is said to be *in extremis.*

In futuro.—At a future period.

In loco.—In the place of. "The master stands toward his apprentice *in loco parentis* (in the place of a parent).

In personam.—A remedy *in personam*, is one where the proceedings are against the person, in contradistinction to those which are against specific things, or *in rem.*

In re.—In the matter of. "*In re* estate of John Smith, deceased"—*i. e.*, "In the matter of the estate of John Smith, deceased."

In situ.—In its position.

In statu quo.—In the same situation; in the same place. "In the position in which it was—he was—they were."

In terrorem.—By way of threat, terror, or warning.

In toto.—Wholly; altogether; utterly. "The award is void *in toto.*"

In transitu.—During the transit, or removal from one place to another.

International law.—That law which regulates the intercourse between, or the relative rights of nations.

J

Judge's Notes.—Short statements made by a judge on

the trial of a cause, of what transpires in the course of such trial. They usually contain a statement of the testimony of witnesses; of documents offered or admitted in evidence; of offers of evidence, and whether it has been received or rejected, and the like matters.

K

King's Bench.—The name of the Supreme Court of law in England. It is so called because formerly the king used to sit there in person, the style of the court being still *coram ipso rege* (before the king himself). During the reign of a queen, it is called the Queen's Bench; and during the protectorate of Cromwell, it was called the Upper Bench.

L

Law of Nations.—The science which teaches the rights subsisting between nations or states, and the obligations correspondent to those rights.

Lay corporations.—Corporations which affect or relate to other than ecclesiastical persons.

Lex fori.—The law of the court or forum.

Lex loci.—The law of the place.

Lex talionis.—The law of retaliation, as "an eye for an eye, a tooth for a tooth."

M

Mala fides.—Bad faith. It is opposed to *bona fides*, good faith.

Medical jurisprudence.—That science which applies the principles and practice of the different branches of medicine to the elucidation of doubtful questions in courts of justice.

N

Next of kin.—This term is used to signify the relations of a party who has died intestate.

P

Pari passu.—With an equal pace. By the same gradation. In the same degree or proportion.

Post mortem.—After death. "A *post mortem* examination."

Prima facie.—On the first view. "On the first blush of

the business." *Prima facie* evidence of a fact, is in law sufficient to establish the fact, unless it is rebutted.

Pro rata.—According to the rate, proportion or allowance.

Pro tanto.—For so much.

Q

Quo animo.—The intent; the mind with which a thing has been done.

Quo warranto.—By what authority or warrant.

R

Res gestæ.—The things done. The subject matter.

Res inter alios acta.—Acts of others, or transactions between others.

Res judicata.—The decision of a legal or equitable issue, by a court of competent jurisdiction.

Residuary legatee.—He to whom the residuum of the estate is devised or bequeathed by will.

Resulting trust.—Resulting, implied or constructive trusts, are those which arise in cases where it would be contrary to the principles of equity that he in whom the property becomes vested should hold it otherwise than as a trustee.

Resulting use.—One which having been limited by deed, expires or cannot vest; it then returns back to him who raised it, after such expiration, or during such impossibility.

S

Ship's husband.—An agent appointed by the owner of a ship, and invested with authority to make the requisite repairs, and attend to the management, equipment, and other concerns of the ship.

Statute of Frauds.—The name commonly given to the statute 29 Car. ii. (Charles ii.) c. 3, entitled "An Act for the Prevention of Frauds and Perjuries."

By this statute, many things that, under the common law, might be done by parol, were required to be put in writing and signed by the party to be charged or his attorney. Among the subjects covered by it are the following: conveyances, leases, special promises to answer for the debt, default or miscarriage of another, agreements made upon

consideration of marriage, contracts for the sale of lands, agreements not to be performed within the space of one year from the making thereof, etc.

The substance of this statute, in most respects, has been re-enacted in almost all the States of the Union.

Struck jury.—A special jury selected by striking from the panel of jurors, a certain number by each party, so as to leave a number required by law to try the cause.

T

Terra firma.—Solid earth; a safe footing.

Treasure trove.—Found treasure.

V

Valuable consideration.—An equivalent for a thing purchased.

Vice versa.—The terms being exchanged; reversely; the reverse.

Viva voce.—By the living voice; by word of mouth; by oral testimony.

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CORRECTIONS.

These corrections may be drawn in, in their respective alphabetic places, with a sharp pointed pencil, and this slip then torn out.

Page 21, but such as are

Page 23, can be said that

Page 34, from house to house

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